

Frank Jackson Riddles

455 Fifth Street, Apt. 12

Atlanta, MO 45983

(713) 555-1333 frankthejoker@compweb.com

OBJECTIVE

To obtain a position that offers career growth and utilizes my business and sales experience and proven abilities as a diligent, responsible and competent employee.

WORK EXPERIENCE

2007 – Present Wyndham Brothers Funeral Services Atlanta, MO

Comfort Care® Customer Service Representative

- Phone Representative salesman in the Customer Service Department
- Contact potential customers provided by the company, to discuss their needs and sell cemetery plots
- Contact clients who have recently purchased funeral plots and sell product upgrades and service add-ons
- Assist families in final decisions and inquiries
- Trained in National Funeral Home Services Comfort Care® Representative Training for Certification for helping families during pre-planning and at time of bereavement

2012 – Present Laughing Fish Exotic Aquariums, Inc. Corpus Christi, Texas

Owner/ Manager

- Sell salt water fish tanks to restaurants, corporate offices and individuals
- Contract with service providers for the maintenance of sold tanks on a timely basis for customer service and satisfaction

EDUCATION

August 2012-Present Corpus Christi Community College Corpus Christi, Texas
Pursuing Associate Degrees in Business Management and Communications with anticipated graduation date of May 2015

May 2012 High School Diploma, Midway High School Corpus Christi, Texas

RC39

Revision 8.1
Work Certified™ 1.2016