

Eric Austin

☎ (313) 555-6724 ✉ eric.austin@example.com 💼 linkedin.com/example/ericAustin 📍 Dearborn, MI 48124

SUMMARY

Early career **public service** candidate with supervised experience reviewing **customer requests**, checking applications against written requirements, processing transaction records, and explaining in person and online service options. Practicum work built familiarity with identity documents, eligibility checklists, privacy aware records handling, **queue management**, exception routing, and branch style customer interactions. Campus service experience added hands on practice with forms, attachments, shared tracking systems, telephone inquiries, and sensitive information. Clear communication supports customers who need help understanding forms or next steps, while organized records support timely and accurate service. Reliable scheduling, calm **service recovery**, and careful documentation provide a strong foundation for full time branch operations, relief assignments, formal training, and specialized testing responsibilities.

EDUCATION

High School Diploma
Fordson High School GPA: 4.0
Coursework: Professional communication, data entry, records organization, customer service

2025
Dearborn, MI

TECHNICAL SKILLS

- **Office Applications:** Microsoft Office, Microsoft Word, Microsoft Excel
- **Spreadsheet Tracking:** Data validation, transaction logs, status fields
- **Records Management:** Electronic records, source forms, document filing
- **Application Review:** Eligibility checklists, required fields, attachments
- **Customer Service Systems:** Service desk workflows, request tracking, queue status
- **Online Services:** Self service pages, online applications, digital guidance
- **Transaction Processing:** Transaction steps, disposition records, follow up
- **Privacy Handling:** Sensitive information, controlled documents, privacy procedures
- **Communication Methods:** Plain language, telephone inquiries, service explanations
- **Testing Preparation:** CDL training, knowledge testing, refresher examinations

SKILLS

- | | | | |
|--------------------------|------------------------|---------------------------|------------------------|
| • Customer service | • Data entry | • Online service guidance | • Spreadsheet tracking |
| • Application review | • Records organization | • Service recovery | • Confidentiality |
| • Eligibility review | • Document handling | • Queue management | • Schedule reliability |
| • Transaction processing | • Public communication | • Microsoft Office | |

EXPERIENCE

Department of State Aide Practicum Trainee
Public Service Practicum

June 2026 - September 2026
Dearborn, MI

Completed supervised branch simulations covering **customer requests**, document review, application requirements, transaction records, online services, queue flow, and exception escalation.

- Completed supervised counter simulations using **identity documents**, application checklists, and transaction steps.
- Reviewed practice **applications** against written eligibility criteria, routing missing information to a supervisor.
- Entered transaction details into training databases and reconciled records against source forms.
- Explained in person and online service options using plain language for customer questions.
- Managed timed practice queues while documenting request status and next service steps.
- Handled difficult interaction scenarios, schedule changes, and relief coverage with calm follow through

Public Service Operations Project Student
Community Service Course Project

January 2026 - May 2026
Dearborn, MI

Created a supervised service operations project focused on customer journey mapping, transaction logs, documentation standards, usability testing, and escalation guidance.

- Mapped a hypothetical service center journey from initial request through follow up.
- Built checklists for 12 service scenarios and tested missing documentation with instructor cases.
- Created a spreadsheet transaction log covering request type, status, disposition, and follow up.
- Tested written instructions with 10 volunteers and revised online service wording for clarity.

- Documented escalation rules for cases unresolved through published criteria and supervisor review.
- Presented workflow recommendations, showing organized communication, recordkeeping, and customer centered process design

Part Time Student Services Assistant

September 2025 - December 2025

Campus Service Center

Dearborn, MI

Supported a supervised campus service desk by identifying requests, reviewing forms, maintaining records, guiding online self service, and protecting student information.

- Staffed a supervised service desk, identifying requests and directing inquiries to published resources.
- Checked campus forms for required fields and attachments before staff review.
- Logged service requests in shared tracking systems and maintained orderly electronic records.
- Guided students through approved online self service pages for routine account questions.
- Balanced walk in requests, telephone inquiries, and scheduled tasks during busy periods.
- Followed privacy procedures for student information and escalated policy interpretations to staff

PROJECTS

Government Service Center Workflow 📅 2026

Mapped customer requests, document review, transaction completion, online guidance, and follow up into a clear service workflow. Built checklists and escalation points that support accurate decisions without replacing supervisor review.

LEADERSHIP & AWARDS

- Academic Excellence Recognition, 2025
- Community Service Certificate, 2025
- Career Readiness Program Distinction, 2026

CERTIFICATIONS

- Career Readiness Program Certificate 📅 2026
- Community Service Certificate 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Welcome Volunteer, Campus Service Center, 2025
- Community Resource Fair Volunteer, 2026
- Career Readiness Workshop Peer Participant, 2026

LANGUAGES

- English (Native) • Spanish (Beginner)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST