

Michael Sajnacki

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Competent service coordinator with experience in several professions.

I am a reliable worker capable of working with minimal supervision on small and large projects. I'm seeking full time employment as a customer service representative to provide support for both customers, and personnel.

Key Skills

- Great attention to detail, analytical and communication skills
- Current and working knowledge of computers (SAP 7, Adobe CS4, MS Office).

Recent Professional Experience

Call Service Representative for *CoWorx Staffing, Foxboro, MA (2014, term contract)*

Provided informative and administrative services to recipients of a class action settlement distribution.

Customer Service Representative at *Invensys Process Systems, Foxboro, MA (2006 - 2014)*

Within a team of specialized engineers and clerks resolved routine and critical requests from clients and from field technicians of measurement devices and systems for equipment. Earned two promotions to **Call Service Analyst II** and completed EH&S, Code of Conduct, and Product Training.

Education

- **Certificate:** Mobile Network Equipment; *General Dynamics School, Ft. Gordon, GA*
- **Certificate:** Advanced HTML; *New Horizons Learning Center, Burlington, MA*
- **B.S. Degree: Graphic Design; Northeastern University, Boston, MA**
Graduated *cum laude* and earned Dean's List with a 3.67 GPA . During Co-op Program contracts worked as **Network Administrator, Graphics Artist, and Graphic Designer.**

History of Employment

- 2005 - 2006 **Technical Assistant** for *TAC Worldwide Staffing, Dedham, MA,*
Support for engineers and customers during distributed network software updates.
- 2004 - 2005 **Construction Laborer** for *CLP Staffing, Stoughton, MA,*
Land erosion prevention, laying underground electric conduit, site clean up.
- 2002 - 2004 **Network Operator and Installer** at *U.S.Army, Ft.Stewart, GA,*
Installation of antennas, switches, network mapping and supervision. Served in Iraq.
- 2001 - 2002 **Multimedia Developer** at *Siebel Systems, Burlington, MA,*
Assembly of digital media tutorials for the company's CRM software.
- 2000 -2001 **Assistant to Art Director** at *Access Media, Needham, MA,*
Maintainance of the company's online magazine, development of scripted tutorials.

Please contact me for references. To view samples of my artwork visit www.myemptycanvas.com