**First Last Name**email@example.com | linkedin.com/in/yourprofile | City, Country | Time Zone: UTC+2

**PROFESSIONAL SUMMARY**

Self-motivated support specialist with 2+ years in remote environments. Experienced in async communication, cross-time-zone collaboration, and support tools like Zendesk, Slack, and Loom. Comfortable with autonomous task management and goal tracking using Notion and Trello.

**SKILLS**

Remote Tools: Slack · Zoom · Trello · Notion · Google Docs · Loom

Soft Skills: Written communication · Self-management · Async workflows · Time-zone flexibility

**PROFESSIONAL EXPERIENCE**

**Customer Support Assistant (Remote)**Company Name – Jan 2023 to Present

- Resolved 50+ weekly tickets using Zendesk, collaborating with global teams via Slack and Loom.

- Maintained knowledge base articles in Notion to streamline async customer education.

- Coordinated with product team across 3 time zones using Trello and Google Docs.

**Marketing Intern (Hybrid, 80% Remote)**Company Name – Jun 2022 to Dec 2022

- Scheduled and published blog content using WordPress and Google Sheets.

- Participated in weekly async check-ins via Slack and video updates using Loom.

**EDUCATION**

Bachelor of Arts in Communication
University Name – Graduation Year

**CERTIFICATIONS**

Google Project Management Certificate – Coursera, 2024

HubSpot Inbound Marketing – 2023