



Freya Vazquez

(214) 555-0123 ✉ freya.vazquez@example.com

🌐 linkedin.com/in/freyavazquez 📍 123 Maple Lane, Dallas, TX 75201

SUMMARY

Dedicated Client Service Representative with extensive experience in retirement services. A proven track record exists for fostering strong client relationships and delivering customized solutions aligned with client goals. Skilled in managing multiple projects as well as ensuring timely documentation processes. Committed to enhancing client satisfaction through effective communication and a deep understanding of service plans. Strongly experienced in preparing accurate materials for investment reviews and seamless document processing, contributing positively to team dynamics and client outcomes.

EXPERIENCE

Client Service Associate

January 2022 - Present

Future Insights Group

Fort Worth, TX

Focused Client Service Associate known for exceptional client engagement by efficiently addressing inquiries. Tasked with preparing detailed materials for client meetings, emphasizing clarity and precision in all communication. Main responsibility involves processing investment change requests within operational guidelines while maintaining robust client records.

- Create comprehensive reports and presentations for investment review discussions.
- Support account managers with tailored solutions that enhance the client journey.
- Ensure accuracy in processing paperwork while adhering to compliance protocols.
- Contribute effectively to team outputs while consistently meeting deadlines.

Client Services Coordinator

June 2020 - December 2021

WealthWise Advisors

Houston, TX

Results-driven Client Services Coordinator recognized for strengthening client ties. Responsible for implementing diverse strategies that elevate the overall client experience. Collaborated across various teams to ensure documentation accuracy for investment plans, streamlining workflows and enhancing overall efficiency.

- Engaged closely with internal stakeholders on strategic service delivery.
- Managed complex project documentation establishing compliance and clarity.
- Develop professional relationships with clients through consistent support.
- Monitor service workflow adherence to sustain data integrity and efficiency.

Client Service Intern

June 2019 - August 2019

Financial Pathways Inc.

Austin, TX

Proactive Client Service Intern who supported extensive projects related to retirement planning. Gained invaluable insights into operational tasks vital for delivering excellent customer service. Hemisphere-focused assignment involved assisting with preparation and presentation of pertinent documents for prospective clients.

- Supported senior staff in assembling investment review content.
- Processed incoming paperwork following stringent procedural standards.
- Gained foundational knowledge of client-centric operational strategies.
- Communicated with clients regarding updates to ensure complete transparency.

LEADERSHIP & AWARDS

- Outstanding Client Service Achiever in 2025 at Future Insights Group.
- Recognized for Excellence in Team Collaboration at WealthWise Advisors.

EDUCATION

Bachelor's Degree in Business Administration

2019

University of Texas GPA: 3.8

Austin, TX

Coursework: Finance, Marketing, Management, Economics

CERTIFICATIONS

- Producer's License for Life/Health 📅 2022

- Certified Retirement Counselor (CRC) 📅 2023

TECHNICAL SKILLS

- **Client Management Software:** Salesforce, Zoho CRM, HubSpot
- **Data Analysis Tools:** Excel, Tableau, Google Analytics
- **Documentation Tools:** Microsoft Word, Google Docs, Evernote
- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Communication Platforms:** Zoom, Microsoft Teams, Slack
- **Presentation Software:** PowerPoint, Prezi, Canva
- **Email Communication:** Outlook, Gmail, ProtonMail
- **Compliance Tracking Software:** SMARTS, Actimize, ComplianceAlpha
- **Survey Tools:** SurveyMonkey, Typeform, Qualtrics
- **Research Tools:** Statista, Pew Research, JD Power

SKILLS

- Client Relationship Management
- Confidentiality Compliance
- Financial Reporting
- Client Education
- Microsoft Office Suite
- Data Entry Skills
- Regulatory Knowledge
- Customer Support
- Time Management
- Document Preparation
- Conflict Resolution
- Target Achievement
- Service Workflow Optimization
- Performance Tracking
- Analytical Thinking
- Investment Strategy Understanding

PROFESSIONAL AFFILIATIONS

- Member of the National Association of Client Service Professionals.
- Active participant in local community wellness events.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST