

# Robert Allen Burgener

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## Objective

To maximize my Customer Service skills acquired over a lifetime in assorted and varied Client Relationships in fields ranging from business to personal environments.

## Experience

### Spiritgeek.com

04/2010 - Current

One-on-one sales of Life Coaching services and ongoing interaction with individuals making changes in their lives through a variety of techniques customized per client needs.

### Beverly Hills Limousine Services

10/2013 – 05/2014

Originally hired as an Office Manager/Dispatcher/Reservation Agent, later the office was moved to LAX Atlantic Aviation, where I also ran the shared rental car office. I became proficient with both limousine and rent-a-car software.

### RCL Red Carpet Limousine

11/2010 – 09/2013

Dispatching and Customer Service while auditing and maintaining client and system databases.

### Avalon Transportation

07/2008 – 04/2010

While Dispatching and filling in for the Reservations Department upon need, I learned their software in just a few days. I also dealt with affiliate companies both domestically and internationally to create and confirm orders and deal with any difficulties or problems that may arise promptly and professionally.

### Freelance - Computer Services/Programming

08/2007 – 09/2008

Computer Service Technician/IT Consultant/Web, Database & Application Design & Programming. Performed diagnostic and repair services on multiple Operating Systems; Windows, OS X and assorted Unix/Linux; as well as the setup and configuration of new systems and networks.

## Skills

Capable of filing and sorting, problem solving and thinking out of the box for creative solutions.

Comfortable and knowledgeable with most common computer systems including, Windows, Mac & Unix/Linux based systems. Familiar with both hardware and software; such as Microsoft Office, OpenOffice & QuickBooks. Capable of Web and Network management and programming in HTML, PHP & JavaScript.

## Interests

Personal Growth and Betterment; Science Fiction; Comparative Religion, Theology and Philosophy; Computer and Web Programming; Database Schema, Design and Implementation; Problem Solving and



Logistics; Entertainment, Television and Film.