Comfort Covenant David

**Customer Service • Live Chat & Ticket Support • Customer Support • Cloud & DevOps (in training)**

**Portfolio:** [**covenantcloudworks.online**](https://covenantcloudworks.online/) **Email:** [**comfortdavid178@gmail.com**](mailto:https://comfortdavid178@gmail.com)

# Professional Summary

Tech-savvy support professional with expertise in customer service, technical troubleshooting, CRM management, and cloud-based tools. Recognized for achieving over 80% first-contact resolution and implementing process improvements that enhance customer satisfaction, reduce wait times, and streamline workflows. Currently completing a 5-month cloud computing program, gaining hands-on skills in SaaS onboarding, security, and scalable support solutions.

# Core Skills & Competencies

- Tier-1 Escalation & Troubleshooting  
- Ticketing & Resolution Management  
- Client Onboarding and Training  
- Process Improvement & Workflow Optimization  
- Cloud Computing (SaaS tools, onboarding, security – in progress)  
- CRM: Zendesk, Salesforce, HubSpot, Intercom, ServiceNow  
- Communication & Relationship Management  
- Time Management & Multitasking  
- Problem Solving & Team Collaboration

# Professional Experience

**Support Analyst (Freelance), ACTO Technologies — Remote (Canada) • April 2025 – Present**  
- Provide real-time customer support via chat and ticketing systems, ensuring prompt and accurate resolutions.  
- Collaborate with ACTO’s internal teams to troubleshoot technical issues and escalate complex cases as needed.  
- Review and update onboarding content in ACTO’s test domain to ensure accuracy and relevance.  
- Assist with system enhancements by creating or updating documentation based on new features and user feedback.  
  
**Customer Support Specialist • Entry‑Level Technical Support, Mount Hood Railroad-Remote (USA)**

**Oct 2024 – Jan 2025**  
- Delivered phone, live chat & email support; ~80% first‑contact resolution.  
- Guided users through scheduling systems; reduced booking wait times by ~15%.  
- Collaborated with engineers to resolve complex cases within SLAs.  
- Documented recurring issues and recommended process improvements.  
  
**Lead Generation Executive, Antal International — Remote**

**Aug 2023 – Oct 2024**- Researched & qualified leads; maintained accurate CRM records.  
- Improved lead conversion by ~20% via targeted outreach strategies.  
- Built targeted prospect lists with LinkedIn/CRM filters and enriched records with accurate contact data.  
- Scheduled and tracked outreach cadences, reporting weekly pipeline movement.  
  
**Customer Support Specialist, GoldenEdge Softech — Remote**

**Jan 2023 – May 2023**- Handled multi‑channel support (chat, email, social) with high CSAT.  
- Tier‑1 escalations that reduced backlog resolution time by ~25%.  
- Authored and updated troubleshooting guides/FAQs.  
- Monitored ticket KPIs and surfaced trends to product/engineering.  
  
**Social Media Manager / Customer Service Support, Covenant Collections — Onsite**

**Feb 2020 – Dec 2022**- Increased engagement by ~30% through content & real‑time replies.  
- Introduced response templates; cut average reply time by ~40%.  
- Managed inbox/DM and escalation paths for service issues.  
- Planned content calendars and A/B tests to boost click-through.

**Executive Personal Assistant, Mike Umonnan & Co — Onsite**

**Jan 2017 – Feb 2019**- Coordinated executive calendars, travel & client meetings.  
- Streamlined communications, reducing client response times.  
- Drafted and proofed executive correspondence and reports.  
- Maintained confidential records.

**Certifications & Training**

- 5‑Month Cloud Computing Course — Digital Witch (In progress)  
- Google Technical Support Fundamentals — Google (Nov 2023)  
- Introduction to Technical Support — IBM (Dec 2023)  
- IT Ticket Management — Coursera Project Network (Oct 2023)  
- On‑Demand Customer Service/IT Skills Training — Digital Witch Support Community (Apr 2022)  
- Level C1 IELTS UKVI — British Council (Jul 2024)