



Overview

- Ambitious and highly motivated worker
- Capable of working in all positions from Customer Service to janitorial position.
- Fast on-the-spot learner w. excellent listening skills and a
- Proficient in all electronic matters, and familiar w. core of (Word Processor, Excel, Powerpoint, etc.)
- Equipped w. deep and clearly intelligible voice, perfect for phone services.

Key Words
<u>service</u> <u>providing</u> <u>deep</u> <u>possible</u> <u>transactions</u> <u>proficient</u> <u>knowledge</u> <u>advertising</u> <u>order</u> <u>development</u>
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Qualifications

- Technologically Proficient
- High Level Comprehension
- Role Player
- Deep Grammatical Knowledge
- Numerically Advanced
- Able-Bodied

Relevant Experience

- Computer Proficiency
 - Vast knowledge of hardware and software for both PC's and Macs
 - Complete understanding of social networking
 - Disciplined in the use of word processors and like applications
- Project Development
 - Collaborated with team of film makers in the development of an advertising analysis
 - Successfully navigated group to triumph while maintaining positive group morale
- Documentation
 - Documented list of client transactions using Excel on a regular basis for a magazine advertising firm
- Creative Problem Solving
 - Routinely made executive decisions regarding broadcasting responsibilities and last-minute modifications for a local school news program
- Marketing
 - Developer of a "Guerrilla Marketing" campaign for local musical talent that has resulted in the increase of recognition for a few

Employment History

09/10-02/11	City Publishing Company Inc. Telemarketer	Northridge, CA
	<ul style="list-style-type: none">• Conducted cold sales call throughout the work day• Utilized Excel to document all transactions	
03/08-06/08	Wendy's Fast Food Restaurant Customer Service Representative	Houston, TX
	<ul style="list-style-type: none">• Assisted customers in the order taking process while providing the best service possible	
09/07-11/07	Luby's Cafeteria Waiter/Server/Porter	Houston, TX
	<ul style="list-style-type: none">• Assisted customers in the order taking process while providing the best service possible	

Education

2014	Santa Monica College Film	Santa Monica, CA
2009	Granada Hills Charter High School	Granada Hills, CA

High School Diploma

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