

# Nancy Ramon

Texas, Dallas County  
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+1 469 450 3681

I am seeking a working environment where I can utilize my skills and further improve my abilities for myself and the company. I am motivated, personable, outgoing, and accustomed to handling sensitive , and confidential records. I thrive in in deadline-driven environments and have excellent team building skills to offer.

Authorized to work in the US for any employer

## Work Experience

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### **Administrative Assistant/Receptionist**

Manpower-Dallas, TX  
June 2022 to Present

- Answer and direct phone calls.
- Organize and schedule appointments
- Write and distribute email, correspondence memos, letter, faxes and forms.
- Assist in preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Help with accounting responsibilities

### **Sr. Benefits Consultant**

GoHealth-Dallas County, TX  
September 2020 to June 2022

- provide financial counseling and help customized insurance solutions
- Assisting and resolving daily client inquiries for account maintenance
- Assist with customer complaints
- Built rapport, uncover sales and service opportunities

### **Financial Sales Consultant**

BBVA-Dallas, TX  
September 2018 to September 2020

1. Recommend certain services such as life insurance, retirement income, investments, and long-term care insurance.
2. Build relationships with clients and communities.
3. Provide solutions for short and long-term financial goals
4. Loan Origination
5. Cross sell financial products offered by the branch

## Education

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### **Associate in Business Administration**

Dallas Community College - Dallas, TX

Present

## Skills

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- Accounting
- Receptionist
- Outlook
- Filing
- Organizational Skills
- Front Desk
- Microsoft Outlook
- Administrative Experience
- Presentation Skills
- Banking
- Fair Housing Regulations
- Account Management
- CRM Software
- Account Reconciliation (1 year)
- Loan Origination
- Financial Services
- Office Management
- Customer Service (8 years)
- Microsoft Excel
- Data entry
- Spanish
- English
- Bilingual
- Accounting software
- Time management
- Clerical experience
- Filing
- Communication skills
- Phone etiquette
- Computer skills

## Certifications and Licenses

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### **Life and Health Insurance**

May 2018 to May 2022