

ANNETTE HERNANDEZ GASTELUM
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OBJECTIVE

Obtain full-time employment with a reputable company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities.

PROFILE

Exceptional interpersonal skills, able to multitask while remaining professional & courteous in fast-paced environments, capability to learn & excel at new responsibilities with little direction.

EXPERIENCE

Buddy's Home Furnishings

July 2017 – Present

Sales Manager/Accounts Manager

Put together sales program, Answer phone calls, process files, obtain and maintain customers, marketing in and out the store, keep the sales floor clean, keep past due accounts minimized, outstanding service, stage the sales floor, take payments in the store and over the phone, put in customer information in the system, computer work.

SEAMAR Community Health Centers

October 2016- July 2017

Medical Receptionist

Check in patients, verify Insurance, explain and give out forms and consents, exceptional customer service, order files and medical records, answer phones, book appointments, scanning, make sure the lobby gets clean and sanitize area, take patient's messages for providers, computer work, register new patients.

Aarons Sales and Leads

March 2015 – October 2016

CSR (Customer Service Representative)

Answer phone calls, process files, obtain and maintain customers, marketing in and out the store, keep the sales floor clean, mail sales letters.

EDUCATION

Century High School – Hillsboro, OR
High School Diploma, 2013 (GPA: 2.8)

SKILLS

Bi-lingual and Bi-literate (Spanish) Microsoft Office (Outlook, Word, Excel, PowerPoint)
Data entry proficient/55WPM Talented communication skills
Windows XP, Vista and Mac OS

REFERENCES

Available upon request