

Heidy Gonzalez

Henderson, NV 89012

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Authorized to work in the US for any employer

Work Experience

Sales Coordinator

Henderson Chevrolet

January 2018 to Present

Hello! My job consists of answering inbound calls and calling customers that inquire on vehicles to persuade them to come into the dealership and purchase a vehicle. My job also consists of running customers credit to see whether they qualify for a vehicle or not, I help out the managers with anything they need such as in filing paper work helping customers if they have any questions in regards to there vehicles or handling keys.

Hostess/Server

Red Lobster

March 2016 to December 2017

Responsible for welcoming customers to a food service environment and ensuring that they are seated and receive attentive service. Duties, welcome guests in a warm and friendly manner, passing out menus and accepting phone calls. I would also serve at times my duties were, explaining the menu to the customers, communicating with kitchen staff and balancing dishes as they bring them to the appropriate table.

Education

High school diploma

Skills

- Customer service (6 years)
- Salesforce
- Sales Support
- Host/Hostess
- Spanish
- Inside Sales
- Business Development