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| Bella Torres | | |
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|  | PROFILE |  |
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| I am a highly creative and upbeat previous customer service representative with lots of experience in many fields and positions. I have lots of patience from taking care of children and animals and I am confident in most things that I do. Reading and music are most of what takes up my free time along with video games and writing. I am a fast learner and I have been told that I do well creating and maintaining a calm environment in my work and personal life. | | |
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| EDUCATION — | EXPERIENCE |  |
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| Mountlake Terrace High School (2011-2016)  I was in honor classes for history and English literature all 4 years of High School. I also took chemistry and enjoyed being on the soccer team my Sophomore year.  Skills:  40 WPM w/94% efficiency  Work well with others  Problem solving  Conflict resolution  Extreme patience  Awards:  2018- Most Versatile (Kindercare)  2019- Julys Employee of the month (Blue Flame) | (2015)  Retail associate – Cashier- Express  While working here I learned a lot about organization from having to do floor sets every month and having to learn many ways of folding to present each item in its best form. I mainly was at the cash register to assist customers with their purchases and when it was busy, I had managerial codes to assist with returns and discounts.  (02/2017 - 01/2018)  Teacher - Preschool teacher - Kindercare  Some of my responsibilities included creating and maintaining curriculum as well as dealing with the daily needs of the children. We also had to teach them basic things such as hygiene and reading.  (02/06/2018 -10/18/2019)  Estimate coordinator - CCR - Blue Flame  I oversaw scheduling and dispatching calls, tracking revenue, handling installation appointments and paperwork as well as membership cancellations and new membership accounts . I also had a sales team that I had to manage with the other estimate coordinator working as a unit to get the best calls to our best guys to make the best sales while keeping our clients happy. Another part of the job was ensuring our past sales clients were still satisfied and following up to schedule maintenance and collect past due payments.  (12/30/2019 – Now)  Teacher – Toddler teacher – Kindercare  Responsibilities I have as a teacher at Kindercare typically include maintaining cleanliness in the classroom and children, teaching curriculum as well as basic things like walking and talking and eating with a spoon; these things take an immense amount of patience and flexibility as each child comes with their own unique way of learning and issues that need to be overcome. I have been a closer requiring cleaning the building and making sure all of the classrooms are prepared for the next day’s activities and as an opener I was required to make breakfast for the school and clean the kitchen, do the laundry and prepare the cleaning solutions for the day. | |
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