Dear prospective employer:  
  
I am very interested in working for your company. I enjoy working with people and can work at a fast pace. I have prior phone skills. You can contact me by phone at [(714) 292-9104](tel:%28714%29%20292-9104) or by email at [ernierico2@gmail.com](mailto:ernierico7@gmail.com) Looking forward to hearing from you.  
  
Thank you for your time and consideration,   
  
Ernie H, Rico  
  
   
Ernie H, Rico  
  
1502 eastside Ave  
  
Santa Ana , CA

[(714) 292 9104](tel:%28714%29%20292%209104)

[Ernierico2@gmail.com](mailto:Ernierico7@gmail.com)  
  
   
  
Skills Profile  
  
Seven year experience in retail sales, including purchasing, inventory and advertising.  
  
Skills in customer service support.  
  
Strong telephone skills  
  
Strong computer skills  
  
Bi-lingual English/Spanish  
  
   
  
Employment History

Elite Aerospace Group                                                                                             (2016-Present)

Investment Relations, call investors and explain production and assembly for companies relations with Our company, such SpaceX Boing Airbus Lockheed Martin and other affiliates. Make sure clients are accredited and explain definitions, make over 200 calls. diligence regarding any and all potential M&A activities for Elite Aerospace Group. As EA continues to diversify, grow its ral role in facilitating further growth for the Elite family of companies

29’Prime SEO                                                                                                           (2012-2015)

Corporate Recruiter, responsible for all recruiting operations including interviewing and pre-screening the candidates,  
Setting up appointments Handled 250 calls a day, assist sales reps translate from Spanish to English to get the customers payment, customer service, listening to phone calls for quality control, Working in company call center, resolving customer issue

Windsor Capital Mortgage, Garden Grove CA ,                                                    (2006 -2012)  
  
Handled pricing strategies, client relations and needs assessment, marketing financial management, purchasing, short sales and loan modifications  
  
Initiated new advertising strategies, which enhanced customer image of business, and increased customer traffic.  
  
Worked with other local lenders to establish same or better ideas.  
  
   
  
George T. Hall, Los Angeles CA ,                                                                          (2002 – 2005)   
  
Handled floor and marketing sales of all power systems, organized special sales promotions and recommended new items to clients which increased sales.  
  
Processed incoming fax orders and coordinated shipments.  
  
Reviewed past-due accounts with clients and establish payment plans.  
  
   
  
 All American Attorney Service, Los Angeles CA ,                                                 (2000 – 2002)  
  
Handled new clients and searched for new potential clients, filled all data files for clients court cases, suggested easier form and encouraged all customers to inform themselves of their legal rights and responsibilities.  
  
   
  
Education  
  
Graduated, Everest A, Rea Elementary school                                   Costa Mesa CA,  
  
Graduated Estancia High School .                                                       Costa Mesa CA,  
  
Graduated Orange Coast College                                                       Costa Mesa CA,