

Lupeta Santarosa

Colton, CA

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Authorized to work in the US for any employer

WORK EXPERIENCE

Collections Representative

Wellsfargo - San Bernardino, CA - June 2009 to May 2015

Responsibilities

Inbound / outbound call center: take continues call to assist with taking mortgage payment , answering questions regarding foreclosure sand bankruptcy question and assisting with loan modification .

Accomplishments

With in one was able to be promoted to collection 3 and increase my job skills and became part of the team spirit comity

Skills Used

Used Spanish translation , micro soft skills and demonstrated I can bring good moral to a team

Tax Preparer

liberty tax service - Colton, CA - November 2006 to June 2007

Responsibilities

Preparing annual taxes returns for customers and assisting with IRS questions

Accomplishments

Assisting customers

Skills Used

Microsoft computer skills and continues computer skills

Emergency Medical Technician

St Bernardines medical hospital - Ber, Uttar Pradesh - August 2000 to April 2006

Responsibilities

Assisting nurses with patient care , taking orders from doctors and medical administration and providing assisting in transporting critical patients to critical floors scanning Medical documents .

Accomplishments

Able to head emergency technician

Skills Used

Spanish medical translation and patient care

EDUCATION

medical Assistance in Medical assisting

Skadron - San Bernardino, CA
1999 to 2000

SKILLS

Collections (6 years), emergency tech (5 years)