**Gregorio Zambrana**

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**CAREER OVERVIEW**

I am a person with a great work ethics. I will always push myself to do and be better than who I was each and every time. I enjoy working as a team to get the job done but I can also work individually in need be. Although young, I have acquired an understanding of the consumer mindset through various interactions. I have also learned how to not only look the part but to also act and take part in helping the company at any means possible. I am very enthusiastic and always positive about joining a company that is aimed for success. Given what I can do, and when given the chance, I will do my best to help the company grow and succeed in a professional environment.

**SKILLS**

\* Customer Service skills

\* Excellent Accuracy and Attention skills

\* Excellent Organization & Multitasking skills

\* Fluent Bilingual Speaker (English & Spanish)

\* Read and write in English and Spanish

\* Great computer skills in Microsoft Word, Power Point, Excel, Outlook

\* Great verbal and writings skills for handling phone operations or face - to - face consultations

\* Quick-learner

\* Can-do Attitude

\* Computer-savvy

**WORK EXPERIENCE**

**Bullon’s Agency and Taxes**

**Hawthorne, New Jersey**

**April 2010 - November 2014**

**Office Administrator Assistant**

\* Answered phone calls, check emails and made sure all customers questions or concerns were addressed

\* Ensured everything was organized and in working order for the day

\* Greeted all clients who came to the office in a friendly professional manner

\* Schedule clients’ appointments

\* Drove to clients’ businesses and picked up payments

\* Large amount of data-entry and filing

\* Prepared Document & Excel sheets

**EDUCATIONAL BACKGROUND**

North Bergen High School – North Bergen, New Jersey

St. Johns University – Jamaica Queens, New York