

# Laisha Rincon

(832)-469-5961  
14423 tommy smith rd.  
Conroe, TX 77306

## SKILLS

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- Knowledge in SAP
- Microsoft
- Excel
- Access
- Excellent typing Skills
- Bilingual (English and Spanish)
- Costumer Service
- Being able to work at fast paced and pressure environment

## EXPERIENCE

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9/2020 – 2/2021

**Medivator Assembler**, Cantel - 750 Conroe Park N Dr, Conroe, TX 77303

- Work with others in the same line assembling parts that will later complete one whole piece.
- Work in a fast-paced line in order to produce approximately 450 products per hour.
- Rotate through all the tasks required in a particular production process.
- Shovel, sweep, or otherwise clean work areas.
- Be responsible as far as sanitation, wash hands always, wear gown, hair net, booties, and gloves.

12/2018 - 01/2019

**Bookstore Clerk**, Lonestar College- 3200 College Park Dr, Conroe, TX 77384

- Assisted customers with locating books
- Placed book orders for costumers upon request
- Managed cash register and handled book sales
- Arranged bookstore
- Organized bookstore daily
- Ensured bookstore remained clean during business hours
- Assisted costumers with book recommendations
- Placed orders when inventory began to get low
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints

## EDUCATION

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8/2021- Present

**Sam Houston State University-** 1905 University Ave, Huntsville, TX 77340

- Senior Majoring in MIS

9/2018 – 5/2021

**Lone Star College** - 3200 College Park Dr, Conroe, TX 77384

- Degree On Associate of Arts

