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| 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

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

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