

## SERVICE REPRESENTATIVE

### Summary

Secure a responsible position in account management and serve as an account representative sharing my experience and abilities to seek employee, customer and employer growth and success.

### Highlights

Microsoft Word, Excel, and PowerPoint \*Effective communication

### Experience

#### Service Representative

October 2015 to Current Company Name - City , State

- Greets members, maintains place organized, and maintains friendly environment.
- Works with retail, advertises products, and restocks shelves as needed.
- Resolves member's troubles, and answers phone inquiries.
- Completes agreements with incoming members.

#### Sales Advisor

August 2015 to October 2015 Company Name - City , State

- Partners up with businesses surrounding 24 Hour Fitness to create member traffic.
- Promotes company special promotions.
- Completes agreements and manages daily paperwork.
- Successfully attains personal and company revenue target.

#### Service Representative Lead

December 2014 to August 2015 Company Name - City , State

- Organized inventory (FIFO method).
- Met weekly deadlines for inventory, and members' financial transactions.
- Organized banking information for POS system.

### Education

Bachelor of Business Administration : Accounting , Summer 2016 University of Houston, C.T.

Bauer College of Business - City , State GPA: GPA: 3.52 Accounting GPA: 3.52

CPR Certification : January 2015 GPA: Dean's List at the University of Houston Spring

2014\*Honor's List at HCC Spring 2013\*Dean's List at HCC Spring 2012, Fall Dean's List at the University of Houston Spring 2014\*Honor's List at HCC Spring 2013\*Dean's List at HCC Spring 2012, Fall

Microsoft Office Word 2007 Certification Spring 2012\*Microsoft Office Excel 2007 Certification Spring 2012

### Languages

Fluent in English and Spanish

### Interests

Volunteer Activities 2009-PresentVolunteers at Alief Early College High School Participates as motivational speaker for younger students Assists in students' extracurricular activities 2009-2013Volunteered at the church of St. Cyril of Alexandria Waited tables during Thanksgiving Organized and set up decorations for annual dance Assisted with fundraisers by selling seasonal items 2009-2013Volunteered at Alief parks Cleaned Alief Cemetery Improved Alief community by planting trees Beautified parks by cleaning garbage off grass Educational Projects Fall 2015J-Vibe Online Magazine Developed a successful marketing plan for a new business Spring 2014DePelchin Children's Center Supported the spread child abuse awareness by interacting with hundreds of people and informing them about various facts

### Additional Information

- ACTIVITIES Volunteer Activities 2009-PresentVolunteers at Alief Early College High School Participates as motivational speaker for younger students Assists in students' extracurricular activities 2009-2013Volunteered at the church of St. Cyril of Alexandria Waited tables during Thanksgiving Organized and set up decorations for annual dance Assisted with fundraisers by selling seasonal items 2009-2013Volunteered at Alief parks Cleaned Alief Cemetery

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plan for a new business Spring 2014DePelchin Children's Center Supported the spread child  
abuse awareness by interacting with hundreds of people and informing them about various  
facts

#### Skills

banking, CPR, Fluent in English, financial, inventory, Excel, Microsoft Office, PowerPoint, Word,  
Microsoft Word, Works, POS, retail, Spanish, phone