

ELIZABETH PRIETO

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OBJECTIVE: Seeking position to demonstrate skills and education learned to further goals in the company.

EDUCATION

University of Houston Downtown, College of Business—Houston, TX

Bachelor of Business Administration in Finance, Fall 2016

GPA: 3.1 Dean's List Fall 2012-Spring 2014

SKILLS

- Operating System: Windows, Vista, XP Languages: C#, Java (Beginner/Intermediate)
- Hardware: PC, Dell Laptops, Laser/Inkjet printer, LAN set up, Wireless, IBM laptops
- Mac Software: MS access, MS outlook, MS excel, MS word, Power Point, Windows
- Installation of network hardware/software
- Cash handling and customer oriented
- Fluent in Spanish and English

WORK EXPERIENCE

UNIVERSITY OF HOUSTON-DOWNTOWN, - Houston, Tx ***IT Student Assist.*** February 2015-Present

- Perform administrative duties such as data entry, filing, word processing, copying, and scanning
- Computer experience with Microsoft Office Suites (Word, Excel, & Power Point)
- Assist with project related tasks (updating project status reports, calendars and boards)
- Maintaining information on project assignments
- Professional attitude when assisting others

CRISTO REY JESUIT, - Houston, Tx ***Bus Driver*** July 2015-Present

- Responsible for the safety and scheduling of timely transportation for students
- CDL Certified

AVANCE, - Houston and Pasadena, Tx ***Early Head Start Educator/Teacher Aid*** Mar. 2014-June 2015

- Lead a team and organized events for families and children
- Managed purchases and items needed for events, while maintaining in budget
- Assisted parents in addressing problems at home and provided appropriate services
- Helped and taught children to develop skills to implement at school
- Provided services and resources to families
- Responsible for data input into the computer systems for schedules and maintenance
- Educate children to unlock potential and get an early start for school
- Answer calls and gathered data

CHASE, - Houston, Tx ***Lead Teller*** Sep. 2011-Mar. 2014

- Handled multiple high cash transactions up to \$25,000
- Balanced vault money of \$500,000 and was never short
- Supervised other teller transactions to approve overrides on transactions
- Delivered great customer experience and helped the branch to be number one in the district
- Processed sales referrals and promoted bank services and products resulting in branch sales increase
- Maintained high standard of customer service during high volume and fast paced operations

SONIC, - Houston, Tx ***Carhop*** Mar. 2009-Sep. 2011

- Interacted with customers and resolved challenges and issues
- Handled currency and credit transactions accurately
- Maintained sanitation, health and safety standards in all work areas