



Andreina Ramirez Aquino



Autopista San Isidro, Brisa
Oriental, Calle Penetración
#8, Residencial Ferso III,
Apt 1A Dominican Republic



809-260-6872



andreinairene@gmail.com



Experience

2017–2018

[Job Title] • Administrative Assistant • Agro Wilson

2010–2017

Customer Service Representative • Customer Service • Conduent

Coordinate and execute management tasks, work reports and presentation of compliance with goals.

My responsibilities there were to provide help, and advice to the clients. Handling customer complaints and any incident. Investigate and resolve customer problems with respect to the services and needs of the company.

Education

- Los Girasoles Psych pedagogical School, Santo Domingo East
- Primary school and high school
- UTESA (Technological University of Santiago)
- Accounting Bachelor Degree
- ETS (English Training System)
- Advanced English Language Proficiency, good fluency and Writing

References

Alicia Sena Vallejo Cel: 849-607-8017
Lissette Recio Cel: 809-640-1080

