



# RAFAEL GUERRA

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## Summary

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Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. An organized and motivated individual, eager to utilize time management and organizational skills across diverse settings. Seeking entry-level opportunities to enhance abilities while contributing to company growth.

## Skills

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- Spreadsheet development
- Quality Control
- Correspondence Writing
- Cash Management
- Bookkeeping
- Information Security

## Experience

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Costco | Lenexa, Kansas

**Refund Clerk**

06/2018 - Current

- Processed payments, refunds, and exchanges accurately and efficiently.
- Processed customer orders promptly and accurately.
- Answered phones in a courteous manner while providing excellent customer service.
- Performed data entry tasks to update customer accounts records.

## Education and Training

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Kansas University

**Coding Boot Camp** in Technology

Expected in 03/2025

Olathe East | Olathe, KS

**High School Diploma**

05/2016

## Languages

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**English:**

Native/ Bilingual

**Spanish:**

Native/ Bilingual

**Portuguese:**

Native/ Bilingual