Anna Marrero-Lopez

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Sycamore, GA

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|  |  | **OBJECTIVE**  To gain long term work at home employment with your company and enhance my professional skills in a stable workplace  EXPERIENCE  **Scheduling Assistant- Self Employed**  **Sycamore, GA — 2016- Present**  Be the first point of contact for venues looking to widen their reach  Making sure our business development representatives have full calendars of calls  Actively reach out to venues via email  Keep pristine records in Salesforce  Work with the sales team to collect venue information and test out new email templates with sales support.  Communicate venue feedback to the team and management to inform new product features Verifier, Residential Programs IncSycamore, GA — 2014-2014 Handle inbound calls to verify customer information on behalf of charity organizations  When necessary would have to transfer phone calls to manager Medical Records Retriever, Self EmployedSycamore, GA — 2011-2013 Conduct outbound calls to retrieve medical records on behalf of insurance and disability companies Customer Service and Sales, Self EmployedSycamore, GA — 2011-2013 Handle inbound orders and up-selling customers on behalf of different infomercials    EDUCATION Penn Foster High School   SKILLS   * Computer-literate performer with knowledge of different applications * Exceptional listener and communicator who effectively conveys information verbally and in writing. * Flexible person who can adapt to multiple assignments and different environments requiring ability to effectively prioritize and juggle multiple projects |