| Luz C. Garcia |
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| 63 Redding Street Hartford, CT 06114 (860)296-1189 Luz\_C.Garcia@att.net |

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| Objective | Seeks a position that would effectively utilize my skills and experience while providing opportunities for mutual growth |
| Experience | Cash Services Representative II  10/1999-09/2011 Bank of America, Hartford, CT   * Promptly and accurately handle the processing, verification and crediting of deposits * Learn and implement new programs and processes as required * Received recognition for perfect attendance, accuracy and fostering a team atmosphere |
|  | Cashier  4/1999-10/1999 BJ’s Wholesale Club, West Hartford, CT   * Provided Customer Service to club members and staff * Assisted in various departments as needed |
|  | Administrative Assistant  10/1997-12/1997 State Street Bank & Trust(Manpower) Hartford, CT   * Screening in-coming calls * Data Entry * Restructured and maintained the filing system * Prepared electronic expense forms using Microsoft Excel |
|  | Legal Secretary(Internship)  6/1997-9/1997 Attorney David A. Dee, Hartford, CT   * Performed general clerical duties including screening in-coming calls * Typed legal decisions and prepared transcripts * Organized copies for real estate closings |
| Education | Capital Community College, Hartford, CT  1/2012- pending   * Computer Science (Web Publishing) |
| Volunteer Experience | Volunteered at Jesus La Fuente Inagotable, Inc. from 1/1997-1/2006 where I prepared and executed programs for various ministries, created flyers and bulletins for events, organized activities, fund raisers and led youth group. I also managed and maintained the church store. |
| Skills | Microsoft Word, Excel, WordPerfect, Lotus 1-2-3, typing 40wpm, Filing, Bilingual, Data Entry, 10 key stroke |