

Ashley Nicole Garcia

Contact number: (469)835-9123

7328 White Valley Dr Dallas a Texas 75249

Summary

My objective is to obtain a full time position as a bilingual customer service representative. I am looking for a company that has room for advancement in order to better use my skills. I am a prompt and fast learner. I am sincere, loyal, and i am a dedicated individual who has a great deal of ambition. Although I have extensive experience in customer service, I am always looking up for new challenges to learn. I am seeking a position where I develop and excel while giving my all to my employer.

Skills .

- Computer software knowledge
- Outstanding customer service skills
- Management skills
- Organization skills
- Data entry
- 50WPM
- Front desk office operations
- Clerical experience
- Coordinating skills
- Treatment planning skills
- Insurance knowledge

Current employment status

10/2018-Current

Full Time Treatment Coordinator

Mint Dentistry

Location pleasant run rd, DeSoto Texas 75115

My job is to schedule customer to their and our availability, provide the best dental plan for our patients, offering different payment methods, collecting payments, confirming the patients insurance, taking and relaying messages, receiving and distributing faxes/emails, sending and receiving packages, filing/scanning documents, and providing excellent customer service via phone and In person.

Experience

06/2018- 10/2018

Part Time Treatment Counselor

Monarch Dental

Location pleasant run rd, Cedar Hill

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09/2017 - 03/2018

Part time manager at Ulta Beauty

Location Cedar Hill, Tx

My job was to provide the best customer experience for each and everyone of our guests, maintaining a neat and clean store, managing 20+ employees and making sure all product sold was available for our customers. I checked in all shipments, handled known theft, and processed damages and return to vendors.

Reason for leaving: searching for a full time position.

09/2016 - 04/2017

Customer service representative

Coaster Furniture Of America

Location Fort Worth, Tx

My job description was to answer as many phone calls providing more than just great customer service at a fast

pace. I created orders, added to orders, removed from orders, released orders, and received payments for orders. I also answered any questions our customers had and if not our customers we still treated our consumers as if they were our customers also.

Reason for leaving: I moved too far and fort worth was the only location in Texas.

Education and Training

2016 Grand Prairie High Graduate

Location: Grand Prairie, Tx 75050 United States

References

Yaritza Gonzales

Relationship: previous supervisor.

Contact: [\(469\)364-2395](tel:4693642395)

Vanessa Rodriguez

Relationship: Regular customer at Ulta Beauty

Contact: [\(214\)791-0743](tel:2147910743)

Amy Maqueda

Relationship: previous co worker

Contact: [\(214\)403-6324](tel:2144036324)

Thank you for taking the time to review my resume. I look forward to speaking with you!