**If there are images in this attachment, they will not be displayed.   Download the original attachment##33 3323 Texas Dr, Dallas TX 75211 | | C: (214)-609-8086 sandracastillo13@gmail.com**

**SUMMARY**

**I'm a highly motivated undergraduate seeking a unique position within your company, to**

**challenge my current experiences and enhance my skills and knowledge to grow long term within**

**a successful organization.**

**Customer.**

**Highlights**

* **Service, Experience in data-entry and MS Office**
* **Administrative Support**
* **Exceptional People Skills**
* **Appointment and Business Generator**
* **Fluent in English and Spanish**

**Accomplishments**

One of my best Accomplishments was to get an internship with one of the best State of Texas Bar lawyer. My job was to provide great customer service for the Spanish speaking clients, scan various files, and manage to put together a file with dates, contracts and pleadings. Provided excellent service in mail, e-mail, and fax sendings. Helped clients fill out forms with my educated fluency of Spanish, and English speaking skills. **Brigida Rodriguez Attorney- 701 Commerce, Suite 620** **Dallas, Texas 75202**

**(214) 915-0300 Office**  **(214) 915-0301 Fax**

**Volunteered**

**For the love of the Lake**- Cleaning White Rock Lake

**Saint Bernard of Clairvaux Catholic Church-** Help my church on painting cleaning and holiday fundraisers for the children and families with low income

**Experience**

**01/2011 to 06/2013 International American University College of Med**

**Scheduled appointments · Handled inbound calls by responding to concerns, general questions and school deposits · Mail distribution and deliveries · Filing expenses, utility bills and school supplies · Run various**

**reports on computer for management daily · Managed employee work schedules and handled their requests with approval of supervisor.**

**05/2009 to 09/2012 Mercury Grill**

**Managed and plan out reservations · Built professional relationships and customer loyalty at all levels · Assist manager with designing quarterly sales · Answering inbound calls · Managed servers by assigning tables · Handle customer, questions, complaints or any concerns.**

**05/2012 to 09/2013 Porter**

**Jefferson Dental Clinic** - Dallas, TX

**My experience persisted in managing front desk ,for this position I enhanced my people skills, ability to bring extreme fast paste to give patients the greatest dental experience. The managing skills to keep calm in a chaos dental workforce. I dominated the ability to always keep a smile in the worst situations, always brought great service.**

**Scalinis Pizza & Pasta** -**My experience in waitressing was tolerance to the very chaotic restaurant life. To work with my co-workers managing peoples orders, caring extremely hot dinner plates and still manage to welcome them and greed them with a friendly smile. Exceptionally skills and very respectful attitude.**

**References**

* **Amee Castro (469)-396-5508 Radiology Assistant at Parkland Hospitals**
* **Brigida Rodrigues (214)-455-2125 Attorney of Law**
* **Marion Appiah (214)-534-7930 Program Director Dallas Police Department**

**Present A.S: Business Administrator Eastfield Community College**