lizbeth rivera

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# Objective

To bring my strong sense of dedication, motivation, and responsibility to a well established company.

# Experience

Colony Ridge Land

Supervisor/ July 2014-June 2018

* Solve any problems, concerns, or any questions that my team and customers have.
* Ensure we have proper documentation for files.
* Mail letters to customers.
* Enter data to company system, excel spreadsheets, and sales numbers.
* Explain loan originator documents, pre-development documents, and deed restrictions.
* Provide customer with plat of property being purchased
* 45wpm
* Fax and scan documentation
* Answer phone calls on an everyday basis.

AutoZone

Commercial delivery driver/ July 2013-May 2014

* Delivered auto parts to mechanic shops
* Searched and ordered parts.
* Inventory
* Helped customer with check engine lights, windshield wipers installation, battery installation.
* Cash register

# Education

Computer office specialist certificate. 2008

G.E.D. 2012

Bachelor’s in culinary management. 2015-2016 (break)