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| Irma Ruby FelixRubylovesmartin214@gmail.com(469)969-4820  |  | | --- | | Objective My number one objective is to provide excellent service and make your company excel! | | Skills  * Fluent Bilingual (Spanish & English) * Persuasive * Dedicated & motivated * Multi-tasking * Staying focused * Organized * Team Player/leader * Positive Attitude * Adaptable | | |  | | --- | | ExperienceCustomer Service Rep-AMC WAREHOUSESMarch 2018 – July 2018  * Attending customers daily * Email * Create order invoices * Customer Service * Answer phones * Set up appointments * General Office duties (print, file, fax, organize, etc.) * Manage orders * Manage customer accounts * Billing  Warehouse Clerk-PenskeMay 2017 – July 2017  * Receiving * Check in truck drivers * Create order invoices * Customer Service * Answer phones * Set up appointments * General Office duties (print, file, fax, organize, etc.) * Scan in orders when needed * Put away orders  NFI Industries-CSR & Material HandlerNov 2016 – May 2017  * Shipping/Receiving * Check in truck drivers * Create order invoices * Customer Service * Answer Phones * Set up appointment * General Office duties (print, file, fax, organize, etc.) * Scan in orders when needed * Put away orders * Sit-down Forklift   **Edible Arrangements-CSR**  Sept 2011 – July 2016   * Create Arrangements * Check in truck drivers * Create order invoices * Provide excellent customer service * Answer Phones * Sales * General Office duties (print, file, fax, organize, etc.) * Handle cash * Prep fruit * Wash dishes * Keep work area, lobby, and restroom clean * Operate cash register   **The Original Chicken & Rice-Cashier**  May 2011 – Aug 2011   * Restock merchandise (drinks, plates, sporks, etc.) * Make sauces * Handle cash * Operate cash register * Provide excellent customer service * Answer Phones * Wash dishes * Keep lobby, work area, and restrooms clean | | EducationHigh School Diploma / Feb 2018Penn Foster GPA:3.54 W/ concentration in health Associate Degree in progress / Began Jan 2018 El Centro College  RMA/CMA Medical Assistant | |