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|  | Rebecca Garcia  7325 Brierfield Dr. Dallas, TX 75232 |  rebeccagarcia125@gmail.com  |  214-402-3921 |
| Objective | To learn every day and experience new things as well as build life long relationships with people from multi- cultural backgrounds. |
| Skills & Abilities | Efficient in communications skills. I have basic knowledge in programs such as MS Powerpoint, MS Word, MS Excel, and efficient in programs like Quickbooks. |
| Experience | **Sales personel** players bingojune 2018 - present Working at bingo, I kept track of inventory, ensured the customer’s happiness and wellness, and dealt with large amount of money.  **RECEPTIONIST** THIRD GARCIA’S DIESEL REPAIR JUNE 2018 – PRESENT  Working at this shop, I answer numerous phone calls, create invoices, and maintain a clean working area. |
| Education | **Skyline high school**, 7777 Forney rd.Graduate of 2018 Graduated with high honors or a 3.5 GPA. Was involved in numerous organizations like the Floral Design Cluster, National Honor Society, FFA Association, and the Varsity Mixed and Women’s Choir.  **MOUNTAINVIEW COMMUNITY COLLEGE,** 4849 W. ILLINOIS AVE. Expected graduation in June of 2020 |
| Communication | I work with customers every day. Although I am not fluent in Spanish, I understand a majority of what is being said and must comprehend the customer’s wants and needs. I respect everyone’s cultural background and beliefs and maintain a positive attitude with whomever I may work with. |
| References | **Mr. Shawn coyle**, floral design teacherskyline high school Phone number: 214-212-3521  **MRS. RONDA STREBECK,** PLAYERS BINGO MANAGER  Phone Number: 903-681-3611 |