

Gwendoline Sanabria

Customer Service

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Key skills

Interpersonal skills

Communication

Time management

Customer Service

Cash Handling

Multitasking

Sales Techniques

MS Office

MS Excel

Languages

Spanish (Fluent)

Interests

Computer Information Technology

Summary

Customer service representative with 4+ years experience at locally owned restaurant. Self teaching the basics of IT support and planning on going back to school to earn a degree. Ready and willing to learn new skills.

Experience

2015–Current Cashier/Barista | Coco's Cafe

- Handle customers throughout the day.
- Up-sell food or drink items.
- Handle cash regularly.
- Ensure that customers have a satisfactory customer experience.
- Diffuse any negative situations that might arise.
- Prioritize duties so that they may be completed in a timely manor.

2012 Pharmacy Technician Extern | Walgreen's

- Assist the pharmacist in preparing the medication for customer use.
- Light inventory duties

Education

2018 University of Texas at Austin, Austin, TX

BA, Anthropology

GPA 2.95

Relevant coursework:

- Digital Communications
- Statistic
- Fundamentals of Public Relations

2020 UT Coding Bootcamp

- Gaining experience coding with
 - HTML
 - CSS
 - Javascript
 - JQuery
 - Bootstrap

Certifications

IC3 Certified: Computing Fundamentals, Key Applications, Living online