

# Kristy Echevarria

Warminster, PA - Email me on Indeed: [indeed.com/r/Kristy-Echevarria/d6683308f9eb9ab9](https://www.indeed.com/r/Kristy-Echevarria/d6683308f9eb9ab9)

## Objective

- Looking to gain full-time experience and gain knowledge to utilize the skills I currently possess.

## Skills

- Familiar with Microsoft Word and Excel.
- More than 6 years experience with data entry, customer service, filing, answering phones, and receptionist responsibilities.
- Dependable, fast learner, outgoing, and able to multi-task.

## Education

- William Tennent High School, Warminster, PA.

Graduated 2010 with diploma.

- Middle Bucks Institute of Technology, Jamison, PA.

Graduated 2010 with Cosmetology focus.

Fluent in spanish

Cell phone :267 - [...]

[...] 3082

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Maid/Housekeeping Cleaner**

Annns choice - Warminster, PA - April 2014 to Present

#### Responsibilities

I clean the resident homes and common areas.

#### Accomplishments

Helping others who are not able to clean for themselves.

#### Skills Used

Customer service

Hard worker

Being happy and kind

### **Receptionist**

Insurance shops - Feasterville-Trevose, PA - 2014 to 2015

#### Responsibilities

Customer service, Data Entry, Insurance filin.

#### Accomplishments

Helping others get health insurance.

#### Skills Used

Customer service. Computer skills. Phone calls. Filing.

### **Sales Associate**

Nonnos bakery - Hatboro, PA - October 2013 to December 2014

#### Responsibilities

Customer service

Sales

Data Entry

#### Accomplishments

Lots of sales and great customer service

#### Skills Used

Sales

retail

customer service

cashier

computer

### **Secretary**

Wonderful Nails - Philadelphia, PA - April 2013 to September 2013

#### Responsibilities

-Answered phone calls and scheduled appointments for customers

- Kept front area clean and helped owner throughout salon

#### Skills Used

Customer service

Computer skills

### **Slotter operator**

National Precision Instruments - Bensalem, PA - August 2011 to February 2013

#### Responsibilities

Set up, and tended to machines that cut metal.  
Maintenance production records and inventory as needed.

#### Accomplishments

Producing pliers for dentist and orthodontist on time.

#### Skills Used

Measuring skills

Computers skills

Shipping and Packaging

### **Hostess**

Resse's Tavern - Warminster, PA - June 2008 to September 2010

#### Responsibilities

Answered phones, served and cooked

#### Accomplishments

Friendly environment

#### Skills Used

Sales and customer service

### EDUCATION

### **Cosmetology**

Middle bucks Institute of Technology - Jamison, PA  
2008 to 2010

William Tennent - Warminster, PA  
2007 to 2010

### SKILLS

Clerical, Filing, Microsoft, Excel, PowerPoint