*SINIA MARIA GARCIA*

***Res. Rancho San Manuel, Col. Fesitrahn***

***San Pedro Sula, Honduras C.A***

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# ***Objective***

***To obtain a full-time position in a company that offers a professional environment and enables me as grow the career path.***

***Serve 5ive Honduras***

***Alinsco Insurance of Claims & Empower Insurance***

* ***October 2014-January 2017***

***Fill the first Notice of Loss for accidents. Translate for the adjusters of the accidents. Claims assistance. Customer services roles as take payments, active policies reports, underwriting, agent support agent for the independent sales insurance agents..***

***Km2 Solutions Honduras***

***Customer Service/Sales (Century Link/Direct TV)***

***Assist customers with bill questions and resolve their concerns. Provide information when there’s an pending order, create new customer’s order. Modify customer account when is needed.***

***January 2017- February 2020***

# ***Education***

***Escuela Primaria Mixta Francisco Morazan (2000-2006)***

***St. John’s Catholic High School (2008-2013)***

***Centro Politecnico Del Norte (Bachillerato en Ciencias y Humanidades) (2017-2018)***

***Languages***

***English***

***Spanish***

***Qualifications***

***Punctual***

***Responsible***

***Proactive***

***Technical Skills***

***Good customer skills***

***Fast learner***

***Intermediate skills with ( PowerPoint, Excel, Word )***

# ***References***

* ***Sulma Elizabeth Gomez***

***Col. Fesitrahn, San Pedro Sula***

***Banpais***

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* ***Edwin Orlando Rojas***

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