

Grecia Garcia

6039 Seville Ave
Huntington Park, CA 90255
(323) 620-2791
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Skills

- Bilingual (Fluent Spanish)
- High organization and planning skills
- Excellent interpersonal and communication abilities
- Capability to follow oral and written instructions
- Reliable and punctual
- Knows how to work in a team
- Good work ethic

Experience

June 2013 - March 2014

California Costumes, 210 S Anderson St, Los Angeles, CA 90033- *Warehouse worker/Customer Service*

- Addressing customers questions/concerns
- Ensuring customers needs are being met
- Managing high volume, day to day processing of orders and invoices
- Building and managing friendly customer relationships
- Working in a fast paced environment

February 2015 - Ongoing

Monarca INC, 6365 Pacific Blvd, Huntington Park, CA 90255- *Production Coordinator*

- Perform general clerical **duties** to support directors, producers, and **production** managers.
- Manage calendars and scheduling.
- Provide telephone coverage; take messages and direct calls.
- Maintain budgets and track billing.

Education

Alliance Collins Family College-Ready High School

High School Diploma, 2011.

GPA: 3.8