

# Aneya Cordova

## cashier/customer service

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A position where my extensive experience can contribute to your customers' satisfaction and your company's success.

### WORK EXPERIENCE

#### **Cashier/Cook**

Firehouse Subs - Aurora, CO - February 2014 to April 2014

#### Responsibilities

Sanitation, prep, line worker, cashier

#### Accomplishments

Communication skills and team work.

#### Skills Used

Communication, team work, multitasking.

#### **customer service representative**

24/7 intouch - Aurora, CO - October 2013 to November 2013

#### Responsibilities

Help customers navigate Walmart website over telephone, help place orders, track items.

#### Accomplishments

I learned to multitask but at a faster pace & to listen & to give a better understanding of customers situations or issues .

#### Skills Used

Multitasking, computer skills, answering phones, note taking, customer service.

#### **office assistant**

A&D Hydro Surface - April 2010 to April 2011

#### customer service

filling, inbound calls, organization, customer service, scheduling

### ADDITIONAL INFORMATION

#### Skills:

- \* organization
- \* people person
- \* cash handling
- \* understanding
- \* multitasker

\* Communication