

# Alexandra Baca

Arvada, CO

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I am a energetic, outgoing, fast learner. Years of customer service experience. I work efficiently under stressful situations. Trained for CNA license, reliable & dependable young professional looking to grow with a company to be able to utilize my skills & training.

## Skill Highlights

- Great with people
- Young Professional
- Average at a 93 wpm with 98% accuracy.
- Bilingual in English and French
- Calm in stress full atmospheres
- Quick problem solver
- Medical terminology
- Reliable transportation
- Front desk training
- Great listening skills
- Multi-tasker
- Hospitality expertise

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Customer Service Representative**

Intouch - Aurora, CO - September 2014 to Present

Customer service, tech support, taking personal information, using different operating systems, answering phone calls.

### **deitary aid**

clear creek care center - Westminster, CO - March 2015 to April 2015

Responsibilities

Cleaning, stocking, customer service, preparing food/drinks, dating items, washing dishes, serving food

### **CSR/Cashier**

uhaul - Westminster, CO - January 2015 to February 2015

Responsibilities

Cleaning, stocking, moving trucks, washing trucks, customer service

### **Floor Supervisor**

McDonald's - Westminster, CO - March 2014 to March 2014

Customer service, cleaning, stocking, opening and closing duties, counting the safe and all the drawers.

### **Sales Associate**

Spencer's - Broomfield, CO - August 2013 to August 2013

Customer service, stocking, balance registers, cleaning, closing duties.

**Intern**

RSC Exempla Healthcare - Broomfield, CO - June 2013 to August 2013

Entering insurance information, doing adjustments & deductions based on what level insurance they had. I had to work quickly but accurately.

**Crew Trainer**

McDonald's - Westminster, CO - April 2010 to June 2013

Trained all new employees, customer service, cashier, cleaning, stocking, closing duties, overnight duties, morning prep. Well organized & very efficient.

**EDUCATION****GED in Education and Training**

Front Range Community College

2013

Westminster High School - Westminster, CO

**clinical**

Clear Creek Care Center