

Guadalupe Dominguez

1509 3rd Ave. #8

Greeley, Co 80631

970-534-7775

Gvelarde33@gmail.com

Objective: To obtain a position that allows me to utilize my skills and my expertise, and to contribute to personal and company productivity.

Work Experience:

Rodizio Grill: 1801 Wynkoop Street

Denver, Co 80202

303-294-9277

From: 02/2012 to 08/2014

Server: Greeting customers, bring out appetizers, take drink orders, and prepare drinks, also prepared alcohol beverages, presenting desserts, pre-busing tables, opening and closing restaurant, cash handling.

Startek: 1250 H. Street

Greeley, Co 80631

970-506-4278

From: 11/2012 to 06/2013

CSR Technical Support: Taking inbound calls, and making outbound calls, troubleshooting, used 5 to 6 different systems, transferred calls, data entry, help the customer resolve the issues that they were having with their Comcast cable equipment.

Tenochtitlan Supermarket: 7200 S. State Street

Midvale, Ut 84047

801-254-4500

From: 8/2009 to 12/10

Supervisor/ Cashier: In charge of opening and closing the store, supervised cashiers, cash handling, answered multiple phone lines, ran and printed ad for the sale items of the week, data entry, 10 key. And other office duties as needed.

Galileo Processing: 6510 S, Millrock Drive

Salt Lake City, Ut 84124

801-924-1750

From:8/2008 to 12/2009

CSR/ Supervisor: Taking inbound calls, also made outbound calls, activated accounts, verified information, taking supervisor calls, and resolved the issues that they were having with their pre-paid cards. Also supervised the call center floor, resolved issues on special projects and Fraud Department.

United First Financial: 120 E. 13065 S.

Draper, Ut 84020

1-866-307-3201

From: 5/2007 to 8/2008

Missing Documents Analyst: Worked with agents out in the field on a daily basis, collected the missing information to finalize and close the deal, answered multiple phone lines, data entry, 10 key, worked with mortgages, and the money merge accounts.

Other Skills: MS Word

MS Excel

PeachTree

Bi-Lingual: Fluent Spanish and English

Referrals Upon Request: