

Norma A. Martinez

Uber motivated to always provide the finest quality customer service experience. Over 3 years in customer service and a rapid learner. Experience with more than 6 months of management training for customer service. Always desiring to improve, meet objectives, and have a striving impetus to succeed.

Brighton, CO
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Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Representative

Metro PCS - Brighton, CO - March 2015 to Present

Responsibilities

To provide our best customer service. Make sales and phone calls for new promotions and service. Greet every customer that comes to our store. All basic office work.

Accomplishments

I acquired a new skill that approaches customers in a new way that improves customer satisfaction.

Skills Used

Provide with communication skills including bilingual skills.

sales rep

verizon - Alpine, TX - June 2013 to January 2014

Responsibilities

Give customer service. Solve problems. Answer and make phone calls. Make appointments for sales. Make payments on peoples accounts. Do inventory for the store every week. Create orders for store product. Get up and greet every customer.

Accomplishments

I received 3 certificates recognizing my sales within 6 months.

Skills Used

I am bilingual. Customer service.

cashier/sales rep

true value/ radioshack - Alpine, TX - October 2012 to April 2013

Responsibilities

Provide with the best customer service.

Accomplishments

I received 3 certificates for radioshack being tested on AT&T product.

Skills Used

I am bilingual.

sales

international systems inc. - westminister, colorado - November 2011 to December 2011

Responsibilities

Travel to peoples homes and demonstrate the company product. Make sales at presentations and meet certain company goals by the end of the month.

Accomplishments

I received an ice breaker certificate for having the most sales on my first week on the job.

Skills Used

I am bilingual

asistant/office

C.R Translating and Notary Services - Brighton, CO - May 2011 to November 2011

Responsibilities

Answer and make calls. Schedule appointments. Make copies of paperwork and create client files. I worked for tax prepare, translatin, notary, itin applications, license re instatements and ammended forms.

Skills Used

I am bilingual.

EDUCATION

G.E.D

Aims community college - Fort Lupton, CO
2009 to 2010

SKILLS

Ability to learn things fast and meet company goals.