

Marisol Acosta

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Objective

Looking for a rewarding career where the opportunity of development and growth is key. A work path where I can make use of my Bilingual and Customer Service skills.

Education

- Eladio Tirado Lopez / Aguada, PR / High School Diploma
- Unitec / Aguadilla, PR / Medical Unit Coordinator

Experience

Machine Operator | Phillip & Temro | Eden Prairie

Loaded, aligned and operated machines per drawing/blueprint instructions, Checked raw materials for quality and quantity ahead on loading into machine. Follow production instructions of supervisor to ensure quality.

Assistant Mgr. | Family Dollar | Minneapolis

Opening/Closing Procedures, Store ordering/inventory, controlled detailed cash handling, credit/debit, e-Checks etc. Customer Service.

Staffing Coordinator | Masterson Personnel | St. Paul

Interviewing, Job placement, Fulfill private clients orders, high call volume handling.

Youth Counselor | F.A.C.E.S | Minneapolis

Assist clients with family, educational problems, mental and psychological illnesses and personal and social problems. Offered emotional intelligence/anger management sessions, organized

recreational and vocational activities. Assist case managers with new client admissions/existing client reports, administered medications accordingly, handle confidential information/paperwork.

Skills & Abilities

- Bilingual (English- Spanish)
- Computer Literate
- Excellence Customer Service Skills and Background
- Advanced Clerical Skills