Marili Velazquez

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Objective

- Obtain the position of Front Desk Receptionist.

Skills Summary

- Well coordinated with multitasking, organizing and prioritizing objectives in a fast paced environment in a timely manner.
- Enthusiastic and friendly interpersonal skills.
- Exceptional customer skills in person and via telephone with patience and sensitivity in mind.
- Tech savvy with proficiency in Microsoft Software (Word, Excel) while also typing 60 words per minute.
- Strong attention to detail.
- Fluent in both English and Spanish.
- Fully competent to follow and understand oral and written instructions.
- Ability to establish rapport with diverse social group and co-workers.
- Strong will to learn all necessary traits.

Academics

- Tomball High School — Graduated 2012
- Lone Star College System — Summer 2013- Spring 2014
  - 34 Credit Hours
  - 3.36 GPA

Employment History

- **Sales Associate at Follett Corporation** — **Jan.-May 2014**
  - Store 360
  - Duties consisted of: greeting and assisting customers, restocking merchandise on sales floor, updating book and course material on Course Tracks database, handling register, hardware and software as well as maintaining an impeccable representation of the company through a clean and organized commons area.
- **Tutor with Group Excellence** — **Nov. 2012- Aug. 2013**
  - Tutored underprivileged 6th-12th grade students after school and I was responsible for providing transportation to those in need of it as well as snacks during two-hour sessions.
- **Cashier and hostess at Valley Ranch Grill & BBQ** — **Oct. 2010-Aug. 2012**