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Azaria Vialpando-Collins Resume

Overview

My name is Azaria Vialpando-Collins and I believe that I am an extremely hard worker with many skills and assets to offer your company. I am very determined and go the extra step to any task assigned to me. I am able to complete tasks at a fast pace without sacrificing quality. I have experience including customer service and office managing. I am easy to approach and am willing to help any those in need that I can assist. I look forward to working and providing all that I can offer to your company. Thank you for your time and consideration.

Experience

- Walgreens February 2011-September 2011

- Cashier

Duties included checking out the customers items, cleaning/organizing my workspace, facing all isles at the end of the day, helping the customers find any items they could not locate, counting my drawer at the end of each shift, answering phones to answer any questions that customer may have had, all while providing excellent customer service.

- Benders Bar & Grill May 2013-November 2013

- Food Expo/Runner

Duties included running food to customers, preparing and/or cooking food, cleaning my workspace, educating the customers about our menu, helping the servers ensure satisfaction to our customers, all while providing excellent customer service.

Reference: Michael Freiberg Kitchen Assistant Manager

- Almost Like Home November 2013-July 2014

- Caregiver

Duties included taking care of residents including cooking and preparing meals, helping feed residents if needed, cleaning and bathing residents, cleaning and organizing house, helping residents with daily activities, providing daily activities for residents, all while keeping a calm attitude in a stressful situation.

Reference: Amber Wise Supervisor

- Appraisals ASAP, Inc July 2014-Present

- Office Assistant Manager

Duties included answering the phones on a daily basis to educate our clients (both companies and individuals) on our services, scheduling the appraisers to appraisal inspections, invoicing while using Microsoft Quickbooks, data entry for the appraisal reports to their best quality, taking pictures of comparable houses, keeping our clients updated about their appraisal and answering any questions they had, using Microsoft Outlook on a daily basis, all while resolving any issues that arrived in the office.

Reference: Karisa Kreutzer Office Manager

Education

- Legacy High School

- Graduated May 2012

Skills

- Excellent customer service
- Typing Speed of 73 WPM
- Excellent office skills including scheduling and invoicing
- Some Quickbooks experience
- Experience with Microsoft Word & Excel
- Experience with Microsoft Outlook
- Excellent organization methods
- Excellent communication skills
- Always reliable and available
- Excellent team player