

Lisa Trujillo

Objective

A growing and well established position as a Records Specialist.

Qualifications

- ❖ Ample amount of customer service experience
- ❖ Possess a High School Diploma as well as some College credit and experience
- ❖ Adequate experience with cash handling and completion of transactions
- ❖ At least a year of clerical experience
- ❖ Physically capable
- ❖ Encountered team work in an effort to reach specified goals

Skills

Quick and dependable customer

- Answered, made, and directed phone calls in a professional environment
- Lifted and loaded products onto flat beds or into carts
- Counseled clients in successfully achieving their weight loss goals and maintaining their goal weight in a safe and healthy manner ending in amazing results
- Took appropriate actions in high pressured situations creating a calm, peaceful, and inviting environment
- Dealt with difficult customers in an honest and respectful manner increasing customer retention, loyalty, and satisfaction

Experience in Data Entry and File Maintenance

- Entered clients, purchases, and payments into various computer programs
- Created and maintained various files for weight loss clients, car insurance claims, and auto body repairs

Received and distributed payments and purchases

- Demonstrated commission sales with products and services
- Sold products that were required in order to have a successful weight loss
- Completed transactions with customer satisfaction
- Received insurance claim payments

Experience

2013- present	Full time Mother	
2007-2008 and 2013	Weight Loss Counselor	Slim 4 Life, Thornton, CO
2012-2013	Crew Member	Wendy's, Thornton, CO
2009-2013	Full time Mother	
2009	Cashier	Sam's Club, Louisville, CO
2007-2009	Full time Mother	
2007	CSR	Abra Auto Body and Glass, Thornton, CO
2006-2007	Weight Loss Counselor	Slim 4 Life, Thornton, CO

Horizon Senior High school, Brighton, CO, High School Diploma, 1999-2003

Education

Aims Community College, college course, Greeley, CO 2004-2006

Metro State University, Chemistry minor in Forensics, Denver, CO, 2007
and Colorado Christian University, Criminal Justice, Northglenn, CO, 2012

