

erica lopez

Denver, CO

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WORK EXPERIENCE

Customer Service Representative

first transit - Denver, CO - December 2013 to Present

Responsibilities

Responsibilities include, scheduling transportation for our passengers for access a ride and access a cab. I take about 150-200 calls a day.

Receptionist

floyds barbershop - Denver, CO - January 2010 to August 2013

Responsibilities

Responsibilities include: Meeting and greeting all clients as they enter the store. Responsible for answering phones and setting appointments for stylists. Responsible for checking clients out, process cash and credit payments. Maintain the appearance of the store by restocking supplies and maintaining cleanliness of the shop.

Receptionist

denver foot and ankle clinic - Englewood, CO - October 2007 to February 2008

Responsibilities

Responsibilities include: Welcome and greet all clients entering office. Maintain professionalism and confidentiality when filing patient records. Assisted medical staff as necessary.