

Alexis VERA

“ Professionally, I am seeking an opportunity with a company that not only offers a positive work environment but also individual growth opportunities. ”

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EXPERIENCES

April '16 - May '17

Hub International Transportation Services

Office Assistant

- Answered daily phone calls
- interacted with customers daily
- Processed incoming payments from customers
- Scanned, faxed & emailed paperwork internally & externally
- Processed insurance policy documents
- Daily use of Microsoft Word, PDF Factory Pro, Excel & Epic

June '15 - Sept. '15

Andie's Car Company

Receptionist

- Answered incoming phone calls
- Scheduled all company appointments
- Assisted customers and interacted with customers daily
- Handled incoming payments
- Filed and typed out customer information

Feb. '14 - Sept. '14

Victoria's Secret

Retail Sales Associate

- Assisted and interacted with customer
- Handled incoming payments
- Took incoming phone calls
- Worked with company POS system
- Completed packaging / handling for sales / presentation

April '13 - Nov. '13

Finish Line Shoe Company

Retail Associate

- Greeted, assisted and interacted with customers
- Handled incoming payments
- Answered incoming phone calls
- Versed on the companies POS system
- Completed & organized packaging for outgoing sales

Education

- Metropolitan State University of Denver • Aug. '09 - May '11
- Horizon Senior High School • Aug. '05 - May '09

References Available Upon Request