

ANA A GARCIA

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Summary of Qualifications

Associate seeking to apply a solid educational foundation and years of outstanding customer service and relationship building skills; to establish myself as a valued member of a strong work environment. Fluent in reading and writing in English and Spanish.

EXPERIENCE

Office staff, Master Craft Trucking Company 2017- Present

- Scheduling and Invoicing all incoming and outgoing ordering
- Answering phones, handling customer service
- Managing staff, work flow

Office Manager, Frontier trucking company 2015-2017

- Handled all billing, invoicing accounts receivable
- Managed Account payable, balanced out receipts
- Hired and trained new staff in office, created work flow for all staff to create great work flow

Membership/ Marketing, Sam's Club — 2012– 2016

- Sign up customers for memberships and latest offers, upgrade memberships and credits
- Answers phone calls, assists customers, handles cashiering and does refunds
- Goes out on field to assist Business members, gives incentives and coordinates new business members to apply.
- Signs and new promotions within the club

Denver Sheriff Dept. — 2001 - 2015

IMPOUND CLERK/PROPERTY TECHNICIAN/CASHIER/MAIL CLERK

- Assisted checking cars in as they came in, also handled all register and cash deposits. Handled phone calls and answered all questions regarding vehicle holds. Assisted in front and back office as needed.
- Release property to family members. Handled property, checking in and out of the facility. Mailed out invoices, answered phone calls and picked up property certain days. Handled in all property and organizing them accordingly.
- Delivered all inter-mail to all Denver Sheriff Department and Denver Police Department. Including confidential letters and property.

EDUCATION

North High School- Denver, CO 80211 Graduated - 1988