

Antonette M. Ilae
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Lakewood CO 80214
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Objective: I have 7 years of experience in convenient stores, 4 years in management, 8 years in call centers, and 2 years in Administrative assistant. I am seeking employment in the office/management fields.

Experience: Walmart
Lakewood Co

SALES ASSOCIATE

09/2014 to Present

· Jewelry Associate, sale jewelry, ear-piercing, layaways cash customers out

Express Scripts

Pueblo Co

PCA

09/2013 to 09/2014

▯ ordering Medications, going over billing
▯ assisting RPH with processing claims through insurance

Convergys

Pueblo Co

CSR 06/2008 to 09/2013

▯ Upgrading Equipment/swaps
▯ billing, customer service, changing packages/upgrading/downgrading.

Tesoro Waianae Hi

Cashier 02/2008 to 05/2008

▯ received cash from customers and employees in payment for goods and services, and recorded amounts received.

▯ Computed bill, itemized lists and tickets showing amount due, using adding machine or cash register.

▯ Made change, cashed checks and issued receipts and tickets to customers.

▯ Gave cash refunds.

RMS Pueblo Co

Application Specialist 09/2006 to 01/2008

▯ Answered customer questions.

▯ Investigated and corrected errors, following customer and establishment records and using calculator and computer.

▯ making payment arrangements, taking payments

NWTHS Amarillo TX

Housekeeper 03/2006 to 09/2006

Cleaned the ER when patients would leave

Loaf N Jug La Junta Co

Assistant Manager 12/99 to 10/04

▯ Managed retail store and supervised employees.

▯ Planned and prepared work schedules, assigning employees to specific tasks.

▯ Trained new employee, Deposits and Inventory

Education: La Junta High School La Junta
Diploma 1995

Otero Jr. College La Junta

N/A 1999-2002

References: Available upon request

Shirley Garcia 1216 Silver Hawk CT. Pueblo Co, 81008 505-718-5770

Felicia Trujillo 804 W 12th St Pueblo Co, 81003 Returns Specialist 719-565-8892

Angela Byrd 104 S Florida Amarillo TX, 79106 Billing Receptionist
806-336-1762