

Arlet Aguilar

Loveland, CO

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(760)368-8281

Customer Service: Detailed oriented and creative thinking skills to anticipate outcomes and minimizing risks. Proactive in multitasking tasks. Skilled in Filing and organization. Customer focus, responding to customer situations with sensitivity. Personality is outgoing, friendly and tenacious.

Communications: Fluent in English and Spanish. Presenting complex information to clients, persuasively building strong interpersonal relationships.

Leadership and Teamwork: Rely on passion for being an exemplary employee, establishing strategic goals and inspire team growth.

Authorized to work in the US for any employer

Work Experience

Leasing and compliance specialist

Real Estate Personnel - Loveland, CO

June 2019 to Present

- Leased high demand, compliance Tax credit / affordable housing
- Renewed self and full certifications 60 days prior to lease end
- Kept up to date excel spread worksheet
- Verified employers, assets and any potential income via third party
- Worked closely with section 8 case managers
- Toured communities with prospects and kept an open communication
- Prepared leases, filed paperwork and created/ensured work orders where completed
- Acquired background/criminal and credit checks
- Translated English notices to Spanish
- Took lead in training new employees

Sales associate

Macy's - Loveland, CO

October 2018 to June 2019

- Met and surpassed daily credit card application goals
- Great attention to detail
- Businesses awareness, interpersonal and selling skills
- Assisting in display of merchandise and organizing the selling floor, effectively managing time and prioritizing tasks
- Assisted with fitting

Receptionist

Family Precision Dental - Fort Collins, CO

October 2017 to June 2019

- Dentrix knowledgeable. Presented treatment plans
 - Professional support liaison, first method of contact for patients, aided in education which boosted patient retention
 - Responsible for patient scheduling, billing and collections
 - Prepared and processed all insurance claims and treatment plans
 - Team player, assisted in sterilizing equipment and taking x-rays all while performing infection control
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- Cross trained dental assistants to receptionists

Education

High school or equivalent in Psychology

American School of Dental Assisting - Fort Collins, CO
March 2018

Salt Lake Community College

Skills

- Filing
- Outlook
- Yardi
- Management
- Receptionist
- Organizational Skills

Assessments

Medical Receptionist Skills — Highly Proficient

January 2020

Managing physician schedules and maintaining accurate patient records.

Full results: https://share.indeedassessments.com/share_to_profile/4d00c4bb76ad2bb834bffe8d2dce394eed53dc074545cb7

Sales Skills: Influence & Negotiation — Highly Proficient

June 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: https://share.indeedassessments.com/share_to_profile/0b2deb16d234a366bf409b8015dad2a1eed53dc074545cb7

Personality: Hard-Working — Expert

May 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/ecf24b3072a712a69b5d8e7bf6e9f30feed53dc074545cb7

Organizational Skills — Highly Proficient

July 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/6b7e6e16a2582aaa46f29bce9b89dbc1eed53dc074545cb7

Escrow Officer — Expert

November 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: https://share.indeedassessments.com/share_to_profile/287d5a68430bd565bd9f2c2eeb50f98ceed53dc074545cb7

Scheduling — Highly Proficient

November 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/9503c3ebb5a8867227c90f50bb4b9bb3

Receptionist — Highly Proficient

December 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/c38b58ebd4fd3c960346641195830b01eed53dc074545cb7

Dental Receptionist Skills — Highly Proficient

December 2019

Managing practitioner schedules and maintaining accurate patient records.

Full results: https://share.indeedassessments.com/share_to_profile/73e82c913ed6958210d683c755bdfa76

Customer Focus & Orientation — Highly Proficient

December 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/ae5aa58678dec895c575b83afccfaa16eed53dc074545cb7

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