

Cherene Rivera

Westminster, CO 80234

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13033566441

Hardworking professional with more than twenty years of experience in administrative support, with a tremendous drive to succeed, dedicated, team player excited to be in supportive role for a great organization.

Authorized to work in the US for any employer

Work Experience

Operations Support Specialist

Shamrock Foods Company - Commerce City, CO

November 2019 to March 2020

- Monitoring, tracking and updating attendance and performance records
- Generating Constructive Performance Discussion Records
- Processing/Researching departmental expenses (including Company financials, operational expenses, and company-confidential data)
- Track inventory and ordering of all office supplies and uniforms
- Coordinating and arranging meetings, preparing agendas, reserving and preparing facilities
- Performing other duties as assigned to meet business needs

Private Contract

Private Caregiving Services - Westminster, CO

August 2017 to November 2019

- Assisted client with mobility around house and outside places
- Assisted client with personal care, bathing, grooming and hygiene
- Help client with physical therapy exercises and disperse medication
- Plan and prepare meals
- Perform light housekeeping duties (Dusting, washing, making beds, changing linens)
- Companionship

Scheduler/Billing

MeTech Recycling - Denver, CO

August 2017 to June 2018

- Checked in with customers and provided excellent customer service
- Scheduled pick-ups for electronics
- Printed daily schedules for drivers
- Received and returned customer phone calls consistently
- Issued invoices to customers
- Set reminders for payments and contacted customers as needed
- Reported all activity to Upper Management

Receptionist

Urban Lights - Denver, CO

May 2016 to May 2017

- Greeted all customers and clients
- Exceptional communication and phone skills
- Answered multi-line phone system with an extremely high volume of inbound calls
- Routed calls to appropriate parties
- Checked voicemails, take messages
- Responded promptly to client and customer emails
- Distributed mail quickly and efficiently throughout the company
- Scanned files and filed paper work in appropriate places both electronically and physically
- Maintained appearance of cleanliness in office

Education

GED in Education

Northglenn High School

Skills

- Customer service
- Database management
- Database
- Written and verbal
- Problem solver

Additional Information

Skills

Client centered customer service
Outstanding written and verbal skills
Strong Leadership Ability
Dependable
Database management
Excellent relational skills
Problem solver/critical thinker
Motivational