

Cindy Neri Rivas

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Work Experience

HCL (PearsonVue)

CSR, 02/2019-06/2019

- Inbound 100+ calls daily
- Internal emailing
- Heavy scheduling for State license exams
- Received payments for the exams
- Translating

Self Employed

Painter 03/2016 - 12/2018

- Commercial and Residential painting new and repaint
- Sales and Customer Service
- Inputting Work orders, inventory, and scheduling jobs

Multiservice Alfaro

Office Admin 5/2015 – 12/2015

- Invoicing, payroll, estimates, filing, copying/scanning/faxing
- Greeting Customers, calling or in person discussions about car status
- Inventory, maintain office/shop
- Scheduled repairs/pickups, etc
- Translating

FedEx Call Center (Mexico)

CSR 2/2008-3/2015

- Heavy inbound call support
- Tracking, scheduling, and updating shipments
- Training new hires

Languages: Spanish & English

Education

Douglas County High School Castle Rock, Co. 2006 Diploma