

# Cynthia Gavidia

Denver, CO 80209

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7202383523

Willing to relocate to: Denver, CO

## Work Experience

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### **Administrator**

Aswalt Construction - Aurora, CO

January 2021 to Present

First point of contact both over the phone and face to face for the company.

Data Entry,

Working with ownership and leadership directly on daily tasks.

### **Receptionist**

Mercedes Benz of Denver - Denver, CO

January 2017 to March 2020

Answering and directing calls.

Data Entry.

Greeting customers and directing them to the proper department both via phone and in person.

### **Receptionist**

Tynan's Nissan - Aurora, CO

November 2015 to November 2017

Serviced external and internal customers in friendly and efficient manner, while communicating professionally.

- Maintained cleanliness of entrance, lobby, desk and common areas.

## Education

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### **High School Diploma**

OVERLAND HIGH SCHOOL - Aurora, CO

June 2013

## Skills

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- Spanish, Microsoft Office, Powerpoint, Excel, Communication, Multitasking, Organization, Dependability, Outlook. 1101 E Bayaud Ave Denver, CO, 80209 (720) 238-3523 [cynthiagavidia@yahoo.com](mailto:cynthiagavidia@yahoo.com)
- Administrative Experience
- Customer service
- Bilingual

- Typing