

Deborah Jaramillo

Administrative/Customer Service/Sales - PROFESSIONAL

Boulder, CO

jaysonvivgma1@gmail.com

720-539-9022

I have 10+ years in Sales, Customer Service and Lead Generation. I have 4 years of Receptionist and Administrative work and 2 years in Appointment Setting. My skills include but are not limited to: Typing 65 wpm, Data Entry, Customer Service, Lead Generation, Appointment Setting, Basic Microsoft office, Sales Force, ACT

Authorized to work in the US for any employer

Work Experience

Caretaker

Mom - Ruston, LA

January 2016 to May 2017

Took care of my elderly mom

Account Manager

San Francisco, CA

May 2015 to December 2015

Ziff Davis

- Marketed services to prospective buyers over the telephone.
- Consistently met sales quotas.
- Sold business to business sales of voice over internet services.
- Managed accounts and provided customer service.

Senior Tax Consultant

Matrix Business Solutions - Boulder, CO

March 2013 to May 2015

Increased profitability by generating new leads.

- Recommended appropriate strategies to customers to reduce tax obligations and determine complexity of all issues.
- Conducted research on tax laws and communicated with clients to explain tax issues.

Tax Consultant

Larson Financial - Westminster, CO

March 2011 to March 2013

Assisted clientele with creating payment plans while maintaining a professional demeanor.

- Provided excellent customers., while assisting customers to reduce tax obligations.
- Maintained confidentiality regarding clientele cases.

Tax Consultant

Omni Financial Services - Boulder, CO
January 2010 to December 2010

Increased profitability by generating new leads.

- Provided strategies to assist with complex cases.
- Created payment plans to assist clients with meeting business practices.

Education

Course Work

Central New Mexico Community College

Skills

Typing 65 wpm, 10, Basic Computer Skills, Basic ACT program, Microsoft Office, Filing, Salesforce, Lead Generation, Receptionist, Appointment Scheduling, Non profit work

Additional Information

I have also worked non profit. I have maintained the scheduling for psychiatrist and casemanagement at a shelter. I created and maintained confidential case files.