

Lanette Rincon

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Authorized to work in the US for any employer

Work Experience

Business Development Manager

Isborn Security Services - Loveland, CO
August 2017 to December 2020

- Business development.
- HR.
- Scheduling.
- Client relations.
- Building new relationships and maintaining current client relationships.
- Expanded the company from 6 to 36 states in a year.
- Brought us from a \$300k sales year to a \$1.2 million year in less than a year.
- Manage over 65 agents.
- Manage all agents in every state, and manage every state.
- Public relations.
- Payroll.
- Invoicing.
- Marketing.
- All travel arrangements.
- New hire, onboarding.
- Private investigations.
- Project management.

Personal Banker

Wells Fargo - Pueblo, CO
February 2016 to August 2017

I quickly transitioned into my role as a personal banker with wells fargo and have been a banker since. I have been nominated for our stars award three times and have been given special opportunities to strengthen my career path as a leader.

Teller

Wells Fargo Bank - Pueblo, CO
April 2015 to February 2016

I got hired with wells fargo as a teller in April 2015 and worked to lead the district in bank referrals for 6 months and promoted to a Personal Banker within 9 months.

Cocktail Waitress/Bartender/ social media

Showtime - Pueblo, CO
September 2010 to June 2015

As my role at Showtime was mainly a cocktail waitress, I was also a bartender. I would serve 15+ tables all night by myself and make drinks, recall drink orders, serve food and clean. Ran social media to retain current customers and grow new customers and business.

Office manager

Home Instead Senior Care - Pueblo, CO

July 2014 to May 2015

My job was to answer office phones, maintain faxes, incoming & outgoing calls. Signing new clients, retaining current clients. Hiring, training, follow up and coachings. Maintain customer profiles.

Team Leader

RMS - Pueblo, CO

August 2010 to July 2014

In my time at RMS I worked on three different accounts. I was promoted from an accounts payable representative to a team lead after six months. I was in charge of coaching team members, giving feedback on how certain things went, took escalation calls and handled all client calls that were weekly performed. I was in charge of handling the cash application for large accounts and giving weekly reports. I was recognized as team member of the month for 5 months consecutive and a total of 11 times in my four years of being there.

Education

High school or equivalent in High school

Centennial - Pueblo, CO

August 2006 to May 2010

Skills

- Microsoft Office (8 years)
- Microsoft Word (10+ years)
- SVP (3 years)
- SVT (3 years)
- Banking
- Accounts Payable
- Financial Services
- Business Development
- Public Relations
- Branding
- Account Management
- Office Management
- Event Planning

Assessments

Work Style: Reliability — Highly Proficient

November 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Administrative Support Professional Fit — Expert

November 2020

Measures the traits that are important for successful administrative support professionals

Full results: [Expert](#)

Customer Focus & Orientation — Highly Proficient

November 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Scheduling — Proficient

November 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Management & Leadership Skills: Impact & Influence — Highly Proficient

November 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Office Manager — Proficient

November 2020

Scheduling and budgeting.

Full results: [Proficient](#)

Work Motivation — Expert

November 2020

Level of motivation and discipline applied toward work

Full results: [Expert](#)

Supervisory Skills: Motivating & Assessing Employees — Proficient

November 2020

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

Verbal Communication — Highly Proficient

November 2020

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

Real Estate — Expert

November 2020

Matching listings with specifications

Full results: [Expert](#)

Work Motivation — Expert

November 2020

Level of motivation and discipline applied toward work

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.