

Laura Toscano

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Objective

I am a good listener, I enjoy talking to people and meeting new individuals. I am seeking employment with a company where I can use the skills I know. Also, to grow as a person with the company. I am bilingual and can help Spanish speaking customers with any questions or concerns. I can work well with others.

Education

HIGH SCHOOL DIPLOMA | 2011| GAREY HIGH SCHOOL

Skills

- Microsoft Word
- Excel
- Power Point

Experience

PRODUCTION | KC PHARMACEUTICALS | 2011-2013

- I made sure every product was labeled and sent out correctly. I also checked for the best quality. I became a team leader for good performance.

PRODUCTION ASSEMBLER | AAF FLANDERS | 2013-2017

- I assembled filters for the best quality and made sure they were correct with the right product information.

OFFICE CLERK | AAF FLANDERS | 2015-2015

- Answer phones and greet clients warmly
- Help organize office activities
- Hang up company policies around the office
- Take and deliver messages

TRAVEL AGENT | CRUISE PLANNERS| 2017- PRESENT

- Help people who want to travel
- Customer Service
- Work with computers or call airlines, cruise lines, resorts, or rental companies to secure travel arrangements for our customers
- Research information on clients travel plans