

Lizbeth Dominguez

Littleton, CO

lizbethdominguez8@gmail.com

(720) 360-5976

4 Years of Administrative Experience| Maintaining Facilities| Filing Documents| Extensive History with Excel, Word, and Power Point| Customer Management| Handling Money

Work Experience

CSR - Customer Service Representative

Copart, Inc - Littleton, CO

December 2020 to Present

- Handles incoming calls or inquiries from prospective customers or clients
- Assists customers effectively by solving customer disputes
- Provides customer additional information or explains services
- Discusses products offered and ensures customer satisfaction
- Tactfully handles confrontational or stressful interactions with the public
- Completes supporting paperwork and data entry as required
- Accurately captures customer information
- Creates and maintains service reports

Security Officer/ Badging officer

Allied Universal Security Services, Systems and Solutions - Littleton, CO

September 2018 to November 2020

- Controlling every access that a employees or vendors will need to enter the site.
- Office administrator

Front Desk

Radisson Hotel - Denver, CO

August 2017 to April 2018

- Perform all check-in and check-out task
- Manage online and phone reservations
- Welcome guests upon their arrival and assign rooms
- Register guest collection necessary information

Front Desk Clerk

La Quinta Inns & Suites - Greenwood Village, CO

December 2016 to August 2017

- Perform all check-in and check-out task
- Manage online and phone reservations
- Welcome guests upon their arrival and assign rooms
- Register guest collection necessary information

Housekeeper

Marriott Residence Inn - Englewood, CO

May 2014 to October 2016

- Cleaning guestrooms mid-stay and after departure
- Replacing dirty lines and towels
- Restocking guestrooms amenities like toiletries, drinking glasses, and notepads
- Removing garbage

Education

Assistant and professional photography certificate in Professional photography

Pickens Technical College - Aurora, CO

2013 to 2014

High school or equivalent

Hinkley High School - Aurora, CO

2014

Skills

- Organizational Skills
- Security
- Stocking
- Typing
- Word
- Excel
- Customer Service
- Cash Handling
- Spanish
- Adobe Lightroom
- Adobe Photoshop
- Photography

Certifications and Licenses

CPR