

Mabel Trujillo

Full Time Student

Greeley, CO

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WORK EXPERIENCE

Full Time Student

FRCC - Fort Collins, CO - 2015-01 - 2015-09

Title Document Processing

Kelly Services - Greeley, CO - 2014-06 - 2014-10

Responsibilities

Processed Title Documents for Total Loss Insurance Claims

Accomplishments

I was able to exceed my goal on a daily basis and boost production

Skills Used

Computer Skills

Clerical

Customer Service Representative

Xerox - Greeley, CO - 2014-05 - 2014-06

Responsibilities

Modify, cancel and make reservations for Enterprise rental cars.

Accomplishments

I enjoy working with customers and being able to help them in any way that I can.

Skills Used

Answering phones, customer service, typing (35 wpm), using resources to answer customers questions

Technical Support Representative

Greeley, CO - 2013-07 - 2014-02

Responsibilities

Technical Support for Comcast phone, internet, and cable services

Accomplishments

I enjoyed being able to use my knowledge and resources to help fix customers equipment and answer questions about their service.

Skills Used

answering phones, customer service, typing (35 wpm), using resources to help customers with their issues

Technical Support Representative

Greeley, CO - 2013-02 - 2013-07

Responsibilities

Technical support for USAA website

Accomplishments

I was able to help USAA customers with issues they were having with the website.

Skills Used

Answering phones, customer service, typing (35 wpm), using resources to fix customer issues

Resident Manager

Vintage Corporation - Greeley, CO - 2007-08 - 2013-01

Responsibilities

In charge of apartment complex of 125 units, in charge of leasing units, collecting rents, scheduling, reports, tenant retention, groundskeeper, etc.

Accomplishments

I enjoyed interacting with tenants on a daily basis and helping prospective tenants find a place to live.

Skills Used

Answering phones, filing, computer skills, data entry, leasing skills, customer service, typing (35 wpm)

EDUCATION

A.A.S in Business Technology

Aims Community College - Greeley, CO

2007 - 2010