

## SKILLS

English, Spanish (Fluent)  
Microsoft Office and PowerPoint

## EXPERIENCE

Sales Associate| Premier of Denver Insurance | Dates:  
January 2019- Present

- Send reminders on premium payments for customers
- Explain coverage options and changes to clients
- Use various software's to quote new and existing customers
- Monitor policy changes and notify policy holders
  - Prepare individual tax returns

Sales Associate| Enstrom's Candies | Dates October 2018-  
Present

- Welcome all guest with a friendly attitude and help assist in what coffee or candy they are looking for
- Fast and productive with close eye to detail on drinks
- Communicate with other staff and management to guarantee guest concerns are handled properly and promptly
- Follow safety protocol and guideline when handling difficult situations

## EDUCATION

## OBJECTIVE

College student with 2-year experience as a barista and in customer service. Seeking a position to learn new skills and experience while also applying previous knowledge.



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**Metropolitan State University of Denver |Fall 2018-Present|**

**Biology major, Chemistry and Spanish minor**

-3.59 overall GPA

-Pursuing Spanish translation certificate

-Provost's honor roll

**John F. Kennedy High School |Graduated May 2018|**

- National Honor Society (2015-2018)

- International Baccalaureate Program (2016-2018)

- AVID (2014-2018)