

# Mary Vigil

## **Title- Receptionist - C&C Auto Paint**

Fort Collins, CO 80522

[vigilsteve@gmail.com](mailto:vigilsteve@gmail.com)

(970)308-7139

- Seeking a job as a receptionist or customer service or Light industrial/warehouse

Authorized to work in the US for any employer

## Work Experience

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### **Title- Receptionist**

C&C Auto Paint

July 2017 to Present

- \*Answer phones
- \*Schedule appointments
- \* CUSTOMER SERVICE
- \*Some light bookkeeping
- \*Order and purchase supplies
- \*Light warehouse duty

### **production /machine operator**

April 2014 to July 2017

Ran delkor line #4

4oz. Yoghurt cups and box

Quality control

### **CUSTOMER SERVICE**

FORNEY INDUSTRIES

March 2013 to August 2014

\*DATA ENTRY

\*WAREHOUSE PRODUCTION

\*assembly production

REASON FOR LEAVING WAS NOT A JOB WHERE I WAS ABLE TO SUCCEED UP THE LADDER TO A BETTER POSITION

### **Title- Assistant Store Manager**

Family Dollar

June 2012 to February 2013

- \*Store set up, Freight
- \*Daily and weekly markdowns
- \*Opening and closing procedures
- \*Daily and weekly layouts
- \*Daily Deposits
- \* Oversaw 3 associates

\* CUSTOMER SERVICE

Reason for leaving needed to find a better paying job

**Title - Production line Team leader**

Tattered Angels

August 2010 to May 2011

- \*Made sure product was labeled correctly
- \*Keep inventory of product before going out to shipping
- \*Took inventory of product that needed to be made for day and week

Reason for leaving was the economy and company was downsizing and closed down four months after

**Title - Receptionist**

Kidz Place

March 2004 to December 2008

- \*Answer phones (4 lines)
- \*Transfer calls
- \*Schedule and re-schedule all appointments
- \*Check insurance eligibility (daily and weekly)
- \*New patient in-take
- \*Weekly submitting of Medicaid payments
- \*Daily submitting of CHP+ billing and payments
- \*Auditing old files
- \*Daily reminder phone calls
- \*Sending out bi-weekly reminder post cards

**Title - Store Manager**

Jumping Jack Cash

November 2002 to March 2007

- \* Over seen all store numbers
- \* Sales
- \* Weekly scheduling
- \* Daily and weekly deposit
- \* Pricing and Markdowns
- \*customer service

Reason for leaving the Fort Collins store closed down and got offered to relocate to Colorado Springs but at the time was unable to

Education

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**High school or equivalent**

Skills

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RECEPTIONIST, CUSTOMER SERVICE, RETAIL SALES, SCHEDULE APPOINTMENTS, GREET, Front Desk, Front Office, Reception, Bilingual

## Additional Information

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- Bilingual
- Ability to perform multitasking
- Can work in a team environment
- Good hand and eye coordination
  
- Organization skills
- Able to meet, greet and assist patients and customers

### Relevant Skills

#### Communication Skills

- Able to answer 6-8 Phone lines
- Able to Schedule and re-schedule appointments
- Able to in-take new patients

#### Customer Service

- People / Customer Skills
- Organization Skills
- Work well with others