

Mechlo Marroquin

Contacts



Denver, CO 80229

Education

High School Diploma

Middletown High School
2016

Some College (2 and a half semesters)

Delaware Technical Community
College
2017

References

Tracy or Scott

Leanna Organics
(720) 900-2817

Skills

Team player
Strong work ethics
Proficient with computers
Microsoft Word
Microsoft Excel
Microsoft Power Point
Adobe Illustrator
Able to operate a transit van
Reliable
Attention to detail
Customer Service
Cash handling

Profile

Experiences in customer service, handling money, and sales. Skilled in customer service, counting cash, Microsoft Word, Excel, PowerPoint, and working with others. I am focused, persistent, and looking to implement my skills in a customer interactive or non interactive environment. A fast learner and open to new opportunities that I have little experience in. My primary goal is to grow with a company and gain as much experiences as possible.

Work Experience

Personal Bank Representative

FirstBank | 2023 - 2023

As a Personal Bank Representative I was responsible for handling customers deposits, withdrawals, loan payments, credit card payments, cash advances, answering questions, opening consumer accounts, adding a joint party to an account, and closing consumer accounts. I was responsible with balancing my unit at the end of every night and doing our branches reports.

- Customer Service
- Sales
- Basic computer skills.
- Handling cash

Sales/ Marketing/ Graphic Design

Leanna Organics | 2018 - Present

As a sales associate, I would call any potential customer over and tell them about our products, the benefits, and why they should purchase them. I would hand out promotional material during events. I also design labels and marketing materials.

- Customer Service
- Sales
- Handling cash or credit
- Graphic Design

Delivery Driver

Amazon | 2020 - 2022

As a Amazon deliver driver I was responsible for showing up at the warehouse with the rest of my delivery team. We would go to our assigned van, sign in to our company phones and Amazon Flex app, an go and pick up our assigned packages for our daily route. I would deliver all the packages on my route. After words I would call or message my supervisor and see if there was anyone I could help. Afterwards I would go back to the warehouse and drop off any failed deliveries and van.

- Ability to drive transit van
- Can lift up to 60 pounds
- Customer Service

Work Experience Continued

Photo Booth Attendant

Mihi Entertainment | 2019 - 2021

As a Photo Booth Attendant, I would be scheduled for an event (could be a wedding, birthday, company parties, or just a private party.) I would pick up the photo booth equipment. Contact the host or planner for the event and let them know I was on my way. Set up the equipment and run the photo booth for the event. Afterwards I would take the equipment back.

- Customer Service
- Knowledge on how to troubleshoot any problems for Microsoft Windows
- Ability to put together photo booth equipment

Cashier

King Soopers | 2017 - 2018

As a cashier at King Soopers, I would be assigned a register or a self check out line. Handle customer transactions through cash, credit, or check and provide customer service.

- Customer Service
- Handling cash, credit, or checks

Cashier/ Customer Service Desk

Walmart | 2015 - 2017

As a Cashier, I would be assigned a register. Handle customer transactions through cash, credit, or check and provide customer service. As a Service Desk associate, I would help customers with any concerns, returns, exchanges, online orders, money transfers, money orders, and cashing checks.

- Customer Service
- Handling cash, credit, or checks
- Returns and exchanges