

SARAH NUNEZ

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professional summary

I am a very outgoing and optimistic individual that also has a great work ethic and desire to learn and conquer new things. I'm excellent at taking direction as well as criticism, and I try to meet every new challenge with an open and sharp mind. I have great office, computer and phone skills, as well as exceptional memory and customer service skills. Office Assistant who continually maintains a positive attitude while interacting with demanding clients. Serves as the primary point of contact for both in-house and external phone and website queries. I believe a smile can change someone's day :)

skills

- Able to carry out tasks efficiently
- Great communication skills
- Able to solve problems effectively
- Open minded
- Self motivated
- Database management
- Professional phone etiquette
- Great computer skills
- Customer service-oriented
- Accurate and detailed

work history

Head Coach- C-Team Volleyball

NM Eldorado High School

Jul 2013 - Current
Albuquerque, NM

- Planned practices daily
- Attended parent/coach meetings
- Enforced discipline when needed
- Kept track of paperwork from players and parents

Receptionist

Olympus Financial Advisors

Jun 2013 - Current
Albuquerque, NM

- Monitor, order and update marketing materials essential to the office
- Created and updated client reports needed for appointments
- Update client data base
- Prepared client files for appointments
- Answer phones, confirm appointments, monitor and keep track of outgoing mail correspondence, basic filing and computer skills ect.

Assistant Volleyball Coach

Gunnison Watershed School District

Aug 2012 - Oct 2012
Crested Butte, CO

- Plan and run practices daily
- Transport team to tournaments
- Keep players and parents updated on games and team activities
- Keep track of equipment and uniforms for players

Server

Palisades Restaurant

Aug 2011 - Nov 2012
Gunnison, CO

- Serve tables Take food to tables Open/close restaurant Answer phone when required/ take to-go orders ect.
- Open and close restaurant
- Assist in breaking down kitchen for breakfast and lunch

Server

The Range Cafe

Jan 2011 - Apr 2011
Albuquerque, NM

- Server/ expo/ food runner/hostess.
- Trained in numerous positions with numerous responsibilities.
- Served tables, prepped orders and tickets, ran food to table

- Open/close restaurant

Recreation Leader

Tomasita Elementary School Albuquerque

Apr 2010 - Jul 2010
Albuquerque, NM

- Charged my own group of kids
- Handled paperwork and money for field trips
- Planned, organized and executed activities, games and crafts for group activities

Recreation Leader

Holiday Park Community Center

Apr 2006 - Jul 2009
Albuquerque, NM

- Care and tend to children summer/after school program Open and Close up center Supervised weekend party rentals/ opened and closed and cleaned Handled office work, filed parent info and contact information Organized permission forms and money for field trips.
- Planned field trips and other activities for the kids.

Other Info

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Other

- The few times I have been unemployed in my job history, I tried to keep myself as busy as possible by volunteering. I volunteered at Red Brick Pre School in Lamar, CO while attending classes and playing volleyball in the spring semester of my freshman year of college. Summer of 2009 I volunteered at Manzano Mesa Community Center in the Children's Recreation Summer Program. I organized activities and crafts and supervised many other events going on in this busy community center! During summers at home, if my work schedule allowed me to, I would volunteer coach at Eldorado High School, assisting in and demonstrating drills. This past spring I also volunteered my time and assistance to the Western State Volleyball team, helping at practices when my work schedule allowed.

education

High School Diploma:

Eldorado High School

2008
Albuquerque, NM

- 3.3 GPA
- 3 year varsity player EHS Volleyball

Health Sciences

Lamar Community College

2011
Lamar, CO

- All Region Academic Team 2008- Lamar Community College
- 3.7 GPA
- Two year starter for LCC Volleyball team

Biology (with emphasis on Pre Med)

Southern Virginia University

Buena Vista, VA

references

- Brandin Hamilton- Athletic Director Crested Butte Community School 970-641-7720
- Rob Pierce- Head Volleyball Coach Eldorado High School 505-264-5027
- Leanne Ulibarri- Office Manager, Olympus Financial Advisors 505-344-2450



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November 8, 2013

To Whom It May Concern:

Although Sarah Nunez has only been with our company a short amount of time, her attitude and willingness to learn has been an asset to our office. We are sad to see her leave, but we have enjoyed the time we have had to get to know her both professionally and personally.

Sarah is timely, thorough, pays great attention to detail, and has excellent phone skills. She is also very professional and personable with our clients. In addition, her computer skills and organization have also proved valuable in our office.

I highly recommend Sarah Nunez as a candidate for employment at your organization. She will brighten up your office and will be an outstanding addition to your place of business.

Sincerely,

René L. Waters, CLU, CRC, LUTCF
Regional Vice President
Olympus Financial Advisors

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