

Sabrina Mulvaney
2021 W 73rd pl Denver co 80221
303-809-1569 910sabrina910@live.com

Objective

To obtain a long-term position in a stable company, offering advancement opportunities where I may utilize and expand my experience and skill.

Experience

Dealer follow up manager

2008 - 2014, Empire Lakewood Nissan, Lakewood CO
Handling customer service issues for dealership.
Contacting customers to assist with problems and advising with solutions to rectify issues.
Assisting management with employee development and training.

Personal Banker

2006-2008 Wells Fargo. Longmont, CO
Constantly achieving sales and referral goals by proactively selling products and services.
Building long term relationships with my customers in person and by phone. I have helped broaden the understanding of customers financial needs and provided solutions to help solve their problems.
I have provided special emphasis in providing customers with personal financial counseling and lending services.
I have constantly obtained new customers through outbound calls and walk in guests, allowing me too assist in helping them with their financial goals and needs.

Accounting/Administrative Assistant

2004-2006, Regis University Denver CO

Accounts receivable and accounts payable, prints all accounts payable reports and maintains all account payable.
Product Invoicing, new customer accounts.
Checks and progress approved vouchers for payment and issues payment.

Education

Iver C Ranum High School Westminster CO
Community College of Denver.

Qualities

I am very responsible person who is easy to get along with, and willing to take on any challenge with a great attitude. I am willing to learn new ideas and take on different responsibilities.