

Sandra Lopez

*BILINGUAL *DETAIL ORIENTED*STRONG COMMUNICATOR
*CONFLICT RESOLUTION *TIME MANAGEMENT *EXCEPTIONAL
CUSTOMER SERVICE *ADAPTABLE *STRONG WORK ETHIC

712 s 4 th ave
Brighthon, Colo 80601
(720)329-0747
(720)713-8531
Sandracorral247@gmail.com
Scastillo27@Yahoo.com

APPRENTICE PERSONNEL-2123 S BIRCH ST DENVER COLO 80222

JAN-2021-JULY 2021

JOB TITLE:OFFICE ASSISTANT

*OPEN, SORT, DISTRIBUTE ALL CORRESPONDENCE
FAXES , EMAILS FILE DOCUMENTS ,RECORDS,REPORTS.
PERFORM OFFICE DUTIES,SUPPLIES , INVENTORIES,AND
RECORDS.CREATED PURCHASE ORDERS REQUEST AND STORE
ANSWERING ALL TYPES OF CALLS ,USING ABD TO PUT ALL EMPLOYEES
IN THE SYSTEM.

TIRADOS, DENVER— RECEPTIONIST

NOV-2020-DEC-2020,

*MY DUTIES INCLUDE ANSWERING THE COMPANY CELL
PHONE,ASSISTING CLIENTS IN STONE SELECTION,
INVENTORY,READING CABINET LAYOUTS, ORDERING STONE FROM
SUPPLIERS,RECEIVING STONE ORDERS, CHECKING DAILY EMAILS AND
RESPONDING ACCORDINGLY.

COLORADO CONVENTION CENTER: DENVER — SERVER/WAITRESS

NOV-1995-DEC-2020

*SERVING UP TO 20,000 +PEOPLE.E=INCLUDING CONGRESSMEN
PRESIDENTS,CELEBRITIES, AND OF COURSE BILL GATES MICRO SOFT.

MARRIOTT INTERNATIONAL

APR-1997- FEB -2019

SERVING UP TO 400 IN WEDDINGS ,BUFFETS, GRADUATIONS

BROWN PALACE, DENVER — APR -1997-FEB-2019

SERVER/WAITRESS

SERVING UP TO 500 .SETTING UP TABLES AND CHAIRS FOR WEDDINGS,
COFFEE BREAKS,BREAKFASTS ALSO SERVING THE PRESIDENT BUSH IN
2004 IN A LUNCHEON IT WAS A PLEASURE

SKILLS

I Have years of experience

In warehouse assembly

Production work,hospitality,
Shipping and Receiving
Warehouse

Customer
service,restaurant,and
healthcare.Devoted to making

Each and every customer
experiences one to remember.

I Am willing to learn all
possible ways to grow, have
stability and advance within
the company. I have basic
computer skills but Also fast
learner and accept criticism
well.

And 10 months of office
assistant .