

Danielle R. White

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Objective

Highly motivated and organized individual with strong customer service skills, eager to build a solid position in the professional work place.

Work Experience

October 2011-Present

AutoGuide 4 West Dry Creek Circle Littleton,CO 80123 (303)-408-0773

Supervisor: Lori Becker

Account Executive in Marketing and Sales

- manage existing advertising accounts
- marketing
- sell product to new accounts and customers
- maintain great customer service
- gather information on the vehicles that are to be advertised
- set up meetings with general and used car managers

August 2009- October 2011

Target, 4301 E Virginia Ave Glendale,CO

Supervisor: Pollyday Abernathy

Cashier

- Responsible for running the cash register.
- Provide excellent Customer Service.

March 2007-August2008

Auto Guide, 4 West Dry Creek Circle Littleton,CO 80123 (303) 408-0773

Supervisor: Lori Becker

Sales Representative Assistant in Advertising

- Responsible for taking photos of vehicles from dealerships for Auto Guide weekly magazine.
- Write up specific details and important information about each vehicle.
- Extensive paper work.

- Proofing and editing photos and vehicle information.
- Delivering all new paperwork to clients involved in new advertisements.
- Servicing, Sales and all Customer Service experience.

Skills

Professional Skills

- Excellent customer service skills
- Time management skills
- Works well with others
- Eager to learn and contribute in the medical field
- Excellent communication skills
- High work ethic
- Detail orientated

Technical Skills

- Microsoft
- Power Point
- Excel
- Microsoft word
- Data entry
- WPM:65-78

Languages

- Fluently speak English.
- Partially bi-lingual. Can speak, and comprehend some Spanish. Two yrs taken in high school.

Education

Grandview High School: 2001-2005.

- Diploma
- Advanced Choir all four years

Community College of Denver & Community College of Aurora: 2005-Present.

- Pursuing AAS/BA Degree in Radiology Technology & Ultra sounding.
- Minor in Criminology.

References

Bob Ropkin
 APS
 Director of Custodial Operations
 yrs known: 1
 #303-367-3000 X-28680

Lori Becker
 AutoGuide
 yrs known: 4 1/2

General Manager
#303-730-3869

Jason Beeson
Computer Programer
Yrs known: 17
#720-255-8640