

Agapita Gutierrez

Longmont, CO

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WORK EXPERIENCE

Receptionist

D&L Art Glass Supply Inc. - Denver, CO - August 2009 to October 2013

Directed phone calls around the warehouse, data input, customer service, sales orders, purchase orders, filing and organizing, creating forms when needed, any and all help to each department, bag and tag of product, machine maintenance such as replacing of ink cartridges and paper, mas200, Microsoft Word & Excel, creating accounts for new customer- temp and permanent accounts. Ten key by touch, 60-65wpm, self motivated and hard working

Assistant supervisor

american research interviewing - Longmont, CO - October 2007 to July 2009

Monitoring each callers phone interview, and assisting the supervisor with any necessary paperwork, time scheduling, training of new employees, and making phone interviews if necessary.

Sales Representative

McDonalds - Longmont, CO - November 2006 to September 2007

Drive-thru and front counter orders and customer service, making of sandwiches, cleaning and helping with food preparation.

Sales Representative

Texaco Gas station - Longmont, CO - 1998 to 1999

Sales and dealing with customers, training to be assistant supervisor, responsible for delivering bank drops, closing of store, cleaning and stocking, vendor relations.

EDUCATION

diploma in general subjects

skyline high school - Longmont, CO

1995 to 1999

SKILLS

ten-key by touch, data input, organization, fast learner with technologies

AWARDS

Volunteer appreciation

May 2012

Volunteering at my daughters school k-1st grade. So the year of 2011-2013 and I am currently volunteering in her 2nd grade class this year.