

**Crystal Lucero**  
4505 W. Mississippi  
Ave.  
Cell: 720-320-6213

### **Career Snapshot**

- Seven years of commended performance in different fields of expertise.
- Excellent customer care skills.
- Communications, problem solving, relationship building and user training and support.
- MS Office excel, word and proficiency in assorted data bases

### **Mission Statement**

Strive to exceed customer/ employer expectations by delivering second-to-none job resolution. Maintain customer centricity in all initiatives and interactions, always putting the customer and customer needs first!

## **Customer Service & Office Management**

Offering an excellent track record proven to excel in every aspect. Great in high-volume areas which include...

### **Construction billing/filing - Customer service - Assembly**

#### **Key skills**

- Ability to organize and provide world class customer service by researching and analyzing customer issues resulting in 100% satisfaction at all times.
- The ability to develop a comprehensive rapport with clients and ensure the complete accuracy of my work.
- Follow up and see to it that all parties are satisfied and left wanting to return.
- Fully able to work both independently and as an integral part of a team effort to achieve goals.

#### **Professional experience**

MBR Construction  
Aurora, Co

Billing & filing  
Office management  
2005-2009

Aerotek Staffing  
Denver, Co

Assembly, warehouse,  
OSHA environment  
Sorting and packaging  
2010-2011

#### **Professional Objective**

A challenging growth-oriented position in office, assembly, or similar atmosphere in which professional experience, proven skills, training, and a commitment to excellence will have valuable application.

#### **Education**

High school diploma

West High  
2005

\*\*\*Numbers and addresses available upon request.

# User

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## **Languages**

Place your text here. Delete this text and heading if you don't need them.

## **Accreditation**

Place your text here. Delete this text and heading if you don't need them.

## **Patents and Publications**

Place your text here. Delete this text and heading if you don't need them.

## **Interests and Activities**

Place your text here. Delete this text and heading if you don't need them.

## **Hobbies**

Place your text here. Delete this text and heading if you don't need them.

## **Computer Skills**

Place your text here. Delete this text and heading if you don't need them.

## **Licenses and Certificates**

Place your text here. Delete this text and heading if you don't need them.