

velen madaleno

I am Velen I have 4 years experience in the office setting. knowledge of computer word, excel. I am also bilingual, speak fluent spanish. great customer service skills, very flexible.

Greeley, CO
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I am interested in an office setting position. Have experience with inbound calls and providing customer service.

WORK EXPERIENCE

Customer Care Representative

Afni - Evans, CO - January 2013 to April 2013

Provided customer services to customers. Answered phones, descalated phone calls with customers, provide information for customers about their accounts,

client intake/receptionist

weld food bank - Greeley, CO - August 2012 to January 2013

Assisted clients in receiving emergency food assistance, verifying client information, interpreting for spanish speaking clients, answering phones, filing. Answered any other questions, provided other forms of assistance to clients.

Child Care Provider

self employed - Greeley, CO - January 2008 to August 2012

Took care of children in home, feed, bathe, cleaned up after children, provided a safe environment

front stocker

dollar tree - Cheyenne, WY - October 2007 to January 2008

Facing store, restocking shelves, cleaning up store before opening, setting up displays around store and on windows

housekeeping

Nancys cleaning - Cheyenne, WY - February 2002 to June 2005

Cleaning in homes and offices, laundry, spring cleaning, trash removal, move outs

Radiology Clerk

United medical center - Cheyenne, WY - February 2004 to June 2004

Answering phones, filing, provided customer care, scheduled patients in and out of appointments,

EDUCATION

GED

Laramie county community college - Cheyenne, WY
2004 to 2004

SKILLS

bilingual, great customer service, flexible, reliable, honest, hardworker, fast learner, goal to go above and beyond