

Rosario Ayroso

Objective

To obtain a position within a growth oriented company which offers diverse job responsibilities in which I may utilize and apply my extensive customer service skills.

Experience

01/2012 to 03/2012 Paycheck Loans, LLC Bossier City, LA

Assistant Manager/Loan Officer

- Greeted customers and answered multi-lined phones in a timely and professional manner.
- Performed and assisted in managerial duties such as opening and closing of office, training, cash vault, ordering office supplies, preparation and issuing of payroll.
- Consistently met or exceeded new loan and collection goals.
- Maintained excellent customer report.
- Performed daily office cleaning such as wiping down desk and computers, restocking bathrooms and break room.

08/2011 to 10/2012 American Classifieds Want Ads Shreveport, LA

Front Office

- Greeted walk-in customers as well as phone customers in a timely and professional manner.
- Assisted customers in determining wording and dates of publication of classified advertisement.
- Established successful and returning customer base.
- Received and delivered in-coming mail and processed out-going mail using postage meter.
- Executed daily operations of opening and closing duties such as printing expired ads list to be called for renewal, running credit card batch at end of day, and securing building with alarm system.

Cash Office/Customer Service

- Performed cash office duties such as counting monies and entering amounts in system.
- Ordering cash from bank and making bank deposits.
- Performed light filing and faxing as well as book keeping.
- Approved or issued customer refunds or exchanges as well as gift cards or store credits.
- Processed cash and credit card payments for merchandise or Kohl credit card payments.

Office/Leasing Agent

- Showed available apartments to prospective residents.
- Prepared and explained rental agreement as well as processing initial rental application.
- Received and processed work orders for maintenance and performed follow-ups on work orders.
- Received rents and processed bank deposits of rents.
- Stocked and supplied lobby and office with fresh coffee, replenished pamphlets, and helped set up for open houses.

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Rosario Ayroso

Education

[Dates of attendance] Jefferson High School Daly City, CA

High School Diploma

- Senior Class President
- A/B Honor Roll 4 years

References

References are available on request.