

Sara M. Aguilar

3400 St. Gotthard Way Ceres, CA 95307

(209) 542-0074

Education:

Modesto Jr. College 3.0	September 2013-Present
Mission College: 3.0 Santa Clara, CA	September 2010-January 2011
Ceres High School: 3.4 Ceres, CA	August 2006-June 2010

Employment History:

Cinemark, Mountain View, CA August 2010 – May 2011

Cashier

- *Cash handling*
- *Perform a wide spectrum of customer service tasks, such as greeting patrons, answering phones and orchestrating refunds and exchanges.*
- *Training new hires on proper procedures*

Ross Dress for Less, Modesto, CA June 2011-January 2012

Sales Associate

- *Customer Service including returns and exchanges*
- *Operating the fitting room and answering phones*
- *Attending to customer needs on the floor*

West Coast Call Center, Ceres, CA January 2012-June 2013

Marketing Coordinator

- *Setting walk in and phone appointments for various insurance agents*
- *Building and maintaining databases*
- *Researching and entering data in the operating system*

Dowdy Construction Inc, Ceres, CA June 2013-Present

Administrative Assistant

- *Billing*
- *Payroll*
- *Project/Bid Management*
- *Customer Service*
- *Marketing*