

Andrea Elizabeth Venegas

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Job Objective

I am eager to pursue my career within a financial institution where I can grow with in the company. My 4 years in customer service qualify me for your entry-level position.

Qualifications

- Four years of customer service experience
- Four years of cash handling experience
- Four years of sales experience
- MS Office proficient
- Self- Motivated
- Team player
- Organized and detail oriented
- Bilingual: Fluent in Spanish and English

Experience

07/13- 03/17	Parts Sales Associate AutoZone – Galt and Sacramento, CA	
	<ul style="list-style-type: none">• Provide fast, friendly, and efficient customer service• Answer phone calls from customers seeking advice or part quotes.• Provide accurate cash and debit transactions for customers• Collect payments from commercial accounts• Verify accuracy of commercial shops' inventory• Create commercial invoice• Attend regional inventories	
08/15- 05/16	Bank Teller Chase Bank – Sacramento, CA	
	<ul style="list-style-type: none">• Responsible for greeting customers• Assigned as cash dispenser custodian 3 weeks after hire• Processed business transactions• Explain products and answer questions about bank policies• Work with branch team to ensure financial transactions are completed accurately and efficiently, while complying with all policies, procedures and regulatory banking requirements• Put the customer first	
03/15- 10/16	Parks & Rec	City of Galt Galt, CA
	<ul style="list-style-type: none">• Supervised for the ASES and SOAR programs• Work closely with the children assuring that their homework was done and had their reading assignments done for the week.• Coming up with group activities, which encouraged the children to think critically.	
07/12-09/13	Crew member	Burger King Galt, CA
	<ul style="list-style-type: none">• Served orders to customers at windows, counters and tables.• Took necessary steps to meet customer needs and effectively resolve food or service issues.• Assisted management with monthly inventory control and weekly stock ordering.	

EDUCATION:

Galt High School

Consumes River College

Diploma

In Progress

Galt, CA

Sacramento, CA