

Andrea Elizabeth Venegas

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Job Objective

I am eager to pursuing 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 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

- Provide fast, friendly, and efficient customer service
- Answer phone calls from customers seeking advise 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

- 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

- 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

- 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

Consumers River College

Diploma

In Progress

Galt, CA

Sacramento, CA