

Graciela Peterson  
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To be an asset to the company I work for and to utilize the skills I have as a, Licensed Insurance agent.

**Objective:**

**Skills and Qualifications:**

People oriented and able to work independently or with others as needed  
Able to easily and frequently change from one activity to another while operating a switchboard or computer keyboard  
Ability to type 55 WPM, able to operate a 10 key by touch  
Able to perform all duties of the front desk, including greeting owners and guest, registration duties  
Familiar with check in/out formalities, cash handling and balancing procedures  
Ability to communicate with other departments as needed via telephone and two-way radio  
Office skills including data entry, filing, answering phone and verifying information  
Bilingual, Spanish Speaking  
Provide customer service. Operate cash register and POS systems  
Licensed insurance agent with Property and Casualty through, State of Nevada-Valid 07-2019

**Work History:**

Licensed Insurance Agent Allstate Insurance	08/2016 to Present Las Vegas, NV
Admitting Representative-Per Diem Staff University Medical Center	04/2016 to 07/2016 Las Vegas, NV
Bilingual Sales Extender CareMore Health Care Plans	10/2015 to 01/2016 Las Vegas, NV
Patient Navigation Specialist Innovative Healthcare Delivery, Inc.	03/2015 to 10/2015 Las Vegas, NV
Cashier-Victoria's Secret (Seasonal Employee Victoria's Secret-Planet Hollywood	12/2014 to 02/2016 Las Vegas, NV
Cashier-Sales Associate Marshall Retail Group-Paradiso-Mandalay Bay Casino	07/2013 to 12/2014 Las Vegas, NV