

**Paola Cabrera**  
2671 E Jefferson St. Long Beach CA 90810  
(323) 922-9211 / Email: paosodi09@gmail.com

### **Objective**

To work for a company where I can utilize my customer service, communication and intrapersonal skills.

### **SKILLS & QUALIFICATIONS**

- Proficiency and experience in providing customer service
- Experience in telephone customer service and sales
- Fluent in English, Spanish
- Strong written and verbal communication skills
- Highly team player
- Excels as part of multidisciplinary teams
- Deal closer with proven results in high pressure work environments.

### **COMMUNITY OUTREACH AND VOLUNTEERING**

- Volunteer at Bienestar Human Services support group

### **WORK EXPERIENCE**

#### **Packing factory – Carson, CA**

November 2018 – July 2019

- Provide in person and over the phone excellent customer service
- Help clients make a decision and promote sales
- Packing Clothes shipping and handling

#### **Burger king Restaurant- Anaheim CA**

April 2018 – November 2018

- Experience on cash register
- Provide excellent customer service and aid clients in decision making
- Handling of large amounts of money
- Deliver services to clients over the phone and promote sales growth

#### **Retail Clothing Store– Los Angeles, CA**

February 2018 – November 2018

- Greeted and helped clients on the phone
- Helped organize clothes on the floor
- Assisted clients with styles and sizes
- Ensured the cleanliness, sanitation, and maintenance throughout the store

### **Skills**

- Basic reading, writing, and math skills
- Understanding of cleaning