

Naomy Ruiz

Los Angeles, CA 90044

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Work Experience

BDC Representative

Gardena Nissan - Gardena, CA

March 2018 to January 2020

I'm responsible for handling incoming phone calls and internet leads, as well as confirming appointments and performing long-term follow up calls on unsold customers. Greeting customers who I have scheduled. I send emails, text messages and have to have 120 phone calls by the end of the day.

Receptionist

Schnierow Dental Care - Hawthorne, CA

2015 to 2016

Provided excellent customer service for patients, answered phone calls, made appointments, received payments for services rendered, filed patient information.

Waitress/Cashier

Venice Bakery - Los Angeles, CA

2013 to 2015

Received orders from customers, received payments, maintained the work area and guest area clean and organized, took inventory of supplies.

Education

High school or equivalent

opportunities for learning - Hawthorne, CA

November 2017 to November 2017

Skills

- EXCEL (Less than 1 year)
- MICROSOFT WORD (1 year)
- POWERPOINT (1 year)
- PUNCTUAL (4 years)
- TYPING (2 years)
- Dental Receptionist
- Computer skills
- Dental office experience

Certifications and Licenses

High School Diploma

Certified Dental Assistant

Additional Information

- Ability to work under pressure.
- Computer Skills.
- Ability to perform Repetitive Tasks.
- Bilingual fluent in English and Spanish.
- Knowledge on Microsoft Word,Excel,Powerpoint.
- Committed to continuous improvement and contributing to team success.