

# Naomy Ruiz

Los Angeles, CA 90044

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## Work Experience

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### **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

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### **High school or equivalent**

opportunities for learning - Hawthorne, CA

November 2017 to November 2017

## Skills

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- 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

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**High School Diploma**

**Certified Dental Assistant**

## Additional Information

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- 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.