

Janira Chavez

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To obtain a permanent position as a bilingual customer service representative in a company that will allow me the opportunity to communicate and exceed with highly productive reasoning. To provide the company with adhered skills to accomplish goals and duties required.

Authorized to work in the US for any employer

Work Experience

Tour Sales Agent

StarLine Tours-Los Angeles, CA

2015 to 2016

Confirming and booking tours for a nationwide company; engaging and guiding clients to their proper tour(s) and/or hotel(s) throughout Hollywood's Walk of Fame.

Customer Service Associate

Hollywood Wax Museum-Los Angeles, CA

2010 to 2015

Creating fun and memorable souvenirs right along the world famous Hollywood's Walk of Fame.

Customer Service Representative

PRWT Services-Los Angeles, CA

2009 to 2010

Call center. Submitting online reports for citizens with malfunctioning meters and/or abandoned vehicles.

Education

N/A in Dental Technology

Los Angeles City College - Los Angeles, CA

2014 to 2015

High School Diploma

John Marshall High School - Los Angeles, CA

2005 to 2009

Skills

- Bilingual (English/Spanish)
- Ten Key Touch
- Microsoft Word
- Packaging

- Customer Service (7 years)
- Communication skills
- Retail sales
- Cash register
- POS
- Cash handling
- Phone etiquette
- Driving
- Computer skills
- Front desk
- Microsoft Excel
- Microsoft Powerpoint
- Sales
- Inventory management

Certifications and Licenses

Non-CDL Class C

October 2023 to June 2028