
AMANDA ALMANZAR

San Elizario, Texas 79849 ♦ (915) 808-6995 ♦ werayshorty1@gmail.com

PROFESSIONAL SUMMARY

Dependable and dedicated to maintaining cleanliness and upkeep of various facilities and rooms in facilities. Positive and energetic professional comfortable working with minimal supervision. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in customer service.

SKILLS

- CUSTOMER SERVICE
- English
- Fast Learner
- SALES
- Spanish
- Team Player
- Technical assistance
- Phone
- Tv
- Cleaning
- Internet

WORK HISTORY

Construction Cleaner, 11/2018 to 04/2020

Esudero's Painting – San Elizario, TX

- Carried linens, towels, toilet items and cleaning supplies using wheeled cart for maximum efficiency.
- Performed daily checklists throughout facilities, including cleaning floors, wiping down glass entryways and collecting trash.
- I would cover work space with plastic so workers can spray texture and paint the jobs.

Technical/ Sales Customer Service, 10/2017 to 09/2018

HGS

- Answering incoming phone calls, taking customer payments, explaining bills or answering any questions or concerns. Taking customers step by step for technical assistance with internet, tv, and phone, Sales pitching to customers.
- Resolved problems, improved operations and provided exceptional client support.

DirecTV Customer Service Representative, 06/2015 to 09/2017

Alorica

- Answering phone calls Sale Directv and Att products Send emails Take payments Resolve any questions or concerns Alorica.

Customer Care Representative, 08/2014 to 06/2015

AT&T – El Paso, Texas

- Answering incoming phone calls, Taking customer payments, Explaining bills or answering any questions or concerns, Taking customers step by step for technical assistance with internet, tv, and phone, Sales pitching to customers I enjoy interacting with different people and being able to help them in any way I can.
- ANSWERING Advanced.

EDUCATION

Kaplan College - El Paso, TX

Fast Learner, Team Player, Ability to work alone, Strong Communication, Bilingual

High school: Math Engineer, Cosmetology

San Elizario High School - San Elizario, TX