

Marisol Renteria

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1714 Wilshire Park Drive
Houston, Texas 77038

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Skills

- Bilingual fluency in both English and Spanish.
 - Competent using software including: Windows, Word, Outlook, PowerPoint, QuickBooks and the Internet.
 - Demonstrated ability to meet the needs of patrons, dependable, hardworking, reliable, and punctual.
 - Recognized for long hours, commitment to customers and attention to detail, professionalism, and follow-up.
 - Time management skills and the ability to prioritize work.
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Experience

Venuss Joyas / Owner - Sales

2008-Present, Houston, Texas

- Work as an individual contributor performing independent tasks at appropriate times, but can be a motivating team player.
- Introduce new products into marketplace; excellent interpersonal and communication skills, complementing proven creative problem solving capabilities.
- Committed to the assistance and support of others while maintaining a cheerful and helpful attitude.

Macy's / Sales Associate

2022-2023, Houston, Texas

- Guide customers on purchases based on interests, promotions and other sales.
- Operate the cash register, scan items, bag merchandise and make/provide change for purchases.
- Organized store by returning all merchandise to its proper place and keeping floors clean.

Drive Away Autos / Data Entry Clerk

2020-2021, Houston, Texas

- Transfer data from paper formats into computer files or database systems.
- Resolve discrepancies in information and obtaining further information for incomplete documents.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it's

not lost.

Gulf Coast Alloy Welding, Inc. / Document Controller

2019 - 2020, Houston, Texas

- Demonstrable ability to work on multiple projects and complete high-quality work against strict and conflicting deadlines.
- Ability to work well under pressure and deliver quality results on time.
- Good interpersonal skills and ability to communicate effectively with various management levels.

Amco Auto Insurance / Insurance Agent

2015 - 2019, Houston, Texas

- Sell various types of insurance policies to individuals on behalf of insurance companies.
- Interview clients to determine their specific insurance coverage requirements and provide them with information on plans and policies.
- Explain features, advantages and disadvantages of various policies to promote application for insurance programs.

Baja Auto Insurance / Insurance Agent

2014-2015, Houston, Texas

- Sell insurance policies to potential clients; sell policies that protect individuals and businesses from financial loss resulting automobile accidents, fire, theft, storms, and other events that can damage property.
- Manage petty cash; control basic accounting functions such as checking invoices and making deposits.
- Advertise and promote business to meet sales goals.
- Assist in new employee training by sharing information related to insurance.

Education

Everest Institute / Registered Dental Assisting

2009, Houston, Texas

Parkview Baptist School / High School Diploma

2008, Houston, Texas