

Sara Perez

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Objective

Motivated and experienced professional individual seeking an opportunity to build a career and contribute with my skills.

Work Experience

Crew Trainer

January 2020 - April 2021

McDonald's

- Trained new staff with the correct duties to perform during the shift
- Make sure the production goes the right way.
- Helping every other crew member and manager for the work to be efficient.
- Managed Cashiering, taking orders, handing food, taking inventory and preparing orders to be delivered.

Crew Member

March 2022 – July 2022

Whataburger

- Complete the tasks assigned as a crew team member including cashier, taking orders and delivering great customer service, along with helping managers to take inventory.

General Production Associate

January 2023 - November 2023

Micro Star

- Warehouse employee handling management and maintenance of steel beer kegs. Production, keg inspection and sorting; line support for repairing materials and building parts of kegs.

Receptionist

January 2024 - April 2024

Insurance Now

- Front Line communication, managing inquiries, greeting clients, mail and documentation; Policy and claims support, always being the first person that clients will talk to and solve it from my own, initial intake, payments processing; Office logistics and compliance, all data entry, confidentiality, doing all scheduling.

Cashier

June 2024 - November 2024

Lowe's

- Welcomed and greeting customers,
- Delivered a fast, friendly and professional checkout experience, managed cash register, payments, and exchanges.
- Was a quick problem solver for any circumstances with customers and purchases.

Retail Sales Associate
Event Network LLC

January 2025 - Present

- Deliver great customer service, greeting customers and helping them find what they need so they can take a special gift with them. Cashiering, checking, pricing and display merchandise along the day. Opening and closing store procedures.

Education

Health
Concorde Career College

November 2021- July 2022

- Graduated from the Dental Assisting program, Certified as a DA; getting also certifications as CPR.

High School
Instituto Salesiano Don Bosco

August 2016- July 2019

- Graduated from High School with Diploma.

Other Activities

- Always trying to be involved in new activities and new experiences.
- Like and enjoy to help people on what i can.
- Looking for something to do all the time and maintain my time occupied.
- Like to try new places, food, go out to walk and enjoy nature.

Skills

- Attention to details and organized personality.
- Problem Solving.
- Bilingual; Easily to communicate effectively, in case of required Spanish or English language .
- I am a self motivated person, who can also work in team to get work done, and at the same time having flexibility and adaptability evolving in any environment. I like to overcome myself.
- Positive mind and attitude to contribute to organizational growth.
- Fast learner, hardworking and ability to listen.