

Heissy Lopez
523 Chaparral st
Salinas, CA 93906
(831)594-0333
Heissylopez@gmail.com

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Heissy Lopez

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Objective

Seeking an opportunity involving responsibility and working with others as a team member to achieve advancement and growth for the company.

Key Qualifications

- Over 1 year experience as administrative assistant.
- Strong customer service skills in a setting.
- Excellent organization and communication skills.
- Ready and able to work individually one within a tea environment.
- Bilingual English and Spanish.
- Fast learner.

Work Experience

Typist Clerk

Salinas Elementary School District

February 2019 - April 2019

- Data entry.
- Filling.
- Answering multiple phone calls.

Administrative Assistant

Wilbur-Ellis co.

April 2017 - October 2018

- Data entry.
- Cost Reports.
- Filling.
- Billing.
- Invoicing.
- Scheduling.
- Mailing.

Sales Representatives

Don Roberto's Jewelry

November 2016 - April 2017

- Responsible for completing a quota.
- Telemarketing.
- Good customer services.
- Cashier.

Macy's

Sales representative

June 2016 - October 2016

- Good customer service.
- Responsible for completing a quota.
- Cashier.

El Super

Cashier

March 2016- June 2016

- Good customer service.
- Cash handling.

Santa Fe
Cashier

March 2014- April 2015

- Good customer service.
- Cash handling.

Education

CNA Certificate
T.L.C School Of Nursing

Feb 2014

High School Diploma
Mount Toro High School

May 2013

References

Available upon request.