

Athena Kristine Garcia

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OBJECTIVE

a place to find personal inspiration and potential growth.

QUALIFICATIONS

- Active team member
- Goal-oriented, motivated self-starter
- Effective communicator
- Energetic, outgoing personality

EDUCATION

Brawley Union High School 1968-1972

General Studies

Imperial Valley College 2002-2003

Business Courses

Platt College 2005-2009

A.A.S. Graphic Design

B.S. Media Arts specializing in Web Design and Video Production

WORK EXPERIENCE

Customer Service San Diego Volvo 2005-Present

- Customer service
- Data entry
- Filing
- Cash handling

Dental Biller People's Dental 2002-2005

- Responsible for all insurance billing
- Verification of insurance
- Responsible for all inquiries to be sent out
- General office work
- Responsible for appointments

Regular Crew Dominos Pizza 2002

- Cash handling
- Food Preparation
- Customer service

STRENGTHS

I am able to motivate coworkers and get the best out of them, excellent customer service ethics, ability to promptly finish tasks, and proficient computer skills.

OTHER SKILLS

Proficient in Microsoft Office, Adobe Suite CS, CS 2, PC and Mac platforms, Quark, XHTML, 75WPM.

REFERENCES

Available upon request