**Alex Mejia**

Customer Service Representative

221 N Coolidge Ave Casa Grande, AZ 85122

(520) 840-6371

Alexjmejia02@gmail.com

 My talents include being a bilingual, self-motivated, leader, and a professional in the field of diligence. I am currently seeking an opportunity where my skills can be challenged. I also not only want to improve upon myself but to also grow the company I’ll work for.

**Skills & Attributes**

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| * Quick learner eager to take on new challenges
 | * Leading/Speaking in front of a group of people
 | * Computer Knowledge in excel, word, and data entry
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| * Workload Management/Time Management
 | * Very analytical and always focused on the task at hand
 | * Extremely positive and always smiling
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| * Excellent verbal/written communication
 | * Outstanding listener very good memory
 | * Problem solver with or without a group of people
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**Experience**

**March 2020 – Present**

 **Customer Service Representative, Department of Economic Security**

As a customer service representative, the job is when a client first sets foot in our office I have the honor of greeting them with respect and enthusiasm. I then review their needs and do my best to aid them before directing them towards the proper operation. I also have a variety of unique responsibilities including computer networking, scanning/faxing, issuing electronic benefit transfer cards, staying positive/motivated, and leading the other representatives.

**August 2018 – January 2020**

 **Sales Representative, Metro by T-Mobile**

It is a huge responsibility to learn the constant new promotions, policies, and sales tactics to become a successful sales representative. During my time at Metro by T-Mobile I not only became a successful salesman, I broke sales records and always had a positive attitude which boosted moral in the workplace. I was the number one sales representative many times and was most known for my customer satisfaction. The main responsibilities included taking charge when it got busy, and being very patient, informative, and understanding towards the customers.

**Education**

**High School Diploma, Casa Grande Union High School Class of 2020**

I graduated a semester early and on top of my class. During school, I was an active member of the robotics team. I spent most of my time with the robotics team building, fixing, and analyzing on how I can create, not a good robot but the winning robot.

**References Available Upon Request**