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| Maria fernanda arteaga  Sherman Oaks, CA · (818) 807-0830 [Fefi40724@gmail.com](mailto:Fefi40724@gmail.com)  My objective through attaining this job is to utilize my knowledge, skills, and professional network. Moreover, gain experience in efforts to build a career. |

# Experience

### February 2024 – July 2024

## post closing specialist, velocity mortgage capital

* Reviewed Original Loan Document packages to prepare for document custodian
* Document Package ensured to be signed and dated correctly
* Reviewed and uploaded trailing documents received via email
* Identifying and helping correct deficiencies, county rejections or other assignments-related issues
* Communicated deficiencies to management or other appropriate parties and followed up until all tasks are completed
* Excel experience
* Microsoft Outlook experience
* Detail Oriented
* Self-starter with the keen ability to complete their tasks in a timely manner

### january 2023 – February 2024

## pharmacy clerk, regency medical pharmacy

* Experienced working with RX30
* Packing and shipping medications
* Experienced working with the point of sale system
* Strong attention to detail and organization
* Customer service oriented

### july 2021 – february 2022

## retails sales consultant, swarovski

* Gained knowledge of the details of the jewelry
* Engaged and educated clients on jewelry  pieces of their interest
* Sanitized and disinfected jewelry
* Opening and closing shifts
* Followed health protocols within the store to  ensure a safe environment for both workers and clients

### march – june 2021

## retails sales associate, na hoku hawaii’s finest jewelers

* Gained knowledge of the details of the jewelry
* Engaged and educated clients on jewelry  pieces of their interest
* Fulfilled personal quota and store quota
* Sanitized and disinfected jewelry
* Followed health protocols within the store to  ensure a safe environment for both workers and clients

### August 2018 – 2019

## Cashier, The habit burger grill

* Maintained a clean work environment
* Dining room customer service
* Opening and closing shifts

# Education

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| june 2017high school diploma, ulysses grant high school |
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# Skills

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| * Bilingual (Fluent in Spanish and English) * Teamwork * Communication * Salesperson Skills * Customer Service | * Strong work ethic * Organized * Time Management * Quick Learner * Punctual |