

# Jamilex Ramirez torres

## **I Am What Your Team Needs and more looking for growth**

Elizabeth, NJ 07206

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hello my name is jamilex I am a mother of 4 love to work Great motivator , been working since 15 yes old I am now 28 with experience in major different types of work settings , here are a few of my main work talents , - Great communication skills , i have 8yrs in/ cashier experience , sales experience , kitchen experience , customer service, motor skills , typing ,fast typing , social media , cleaning service, communication skills , and 2 years warehouse experience, 2 yrs remote work from home customer service experience , I am a fast learner fluent in English and Spanish ,I have very good people skills friendly and patient Active Listening, Instructing, Interpersonal skills, Learning Strategies, ... I would love to have the chance to work for your companyi am what your missing and more !!

Open for interviews anytime

Located NJ

2nd Email-lexiimariie95@gmail.com

Authorized to work in the US for any employer

## Work Experience

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### **Cleaning Service**

Lexii dream house cleaning service - Elizabeth, NJ

November 2021 to Present

Cleaning houses , apartments, studios , etc

### **Remote Customer Service Representative**

TelePoint - Elizabeth, NJ

September 2020 to August 2021

Answering calls on head set , asking questions , friendly voices

### **Sales Associate**

Sunglass Hut / Luxottica Retail - Elizabeth, NJ

November 2016 to August 2021

I'm a sales associate on the floor greeting people interacting helping people find expensive shades that suite them , provide great customer service

- Assisted with returns
- Stocked the floor
- Maintained a clean service environment

### **Picker/Packer**

Adorama - Elizabeth, NJ

November 2020 to January 2021

In warehouse shopping for orders then packing away to shipping

### **Cashier/Sales Associate**

Burlington Stores - Elizabeth, NJ

October 2014 to November 2016

#### Responsibilities

Clean up , greet customers , Assist in finding and cashier

#### Accomplishments

None

#### Skills Used

Good communication skills , Great customer service

### **Cook. /cashier**

Jorge's pizzeria - Elizabeth, NJ

April 2011 to August 2011

Taking orders , answering phone delivery, cashier and serving

## Education

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### **None in Art , music**

Thomas jefferson arts academy - Elizabeth, NJ

2012 to 2014

## Skills

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- bilingual speaker writer and reader (10+ years)
- customer service (7 years)
- cashier (7 years)
- communication skills and computer skills (10+ years)
- sales person (7 years)
- Retail (10+ years)
- Cash Handling (10+ years)
- Receptionist (2 years)
- Spanish (10+ years)
- English (10+ years)
- Kitchen Experience (5 years)
- Writing Skills (10+ years)
- Market research
- Social Media Management (10+ years)
- Order picker (2 years)
- Remote customer service agent work from home (2 years)

- Typing (10+ years)
- Residential Cleaning (3 years)
- Cashiering (10+ years)
- Childcare
- Driving
- Cash register
- Front desk
- Customer service

## Languages

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- Spanish - Expert
- English - Expert

## Certifications and Licenses

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### **Firearms License**

## Assessments

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### **Administrative support professional fit — Proficient**

August 2020

Measures the traits that are important for successful administrative support professionals

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Go-getter
- Go-to-person
- Strategic thinker
- Best of breed
- Think outside the box
- Results-driven
- Detail-oriented
- Proactive

Contact number 908-768-6774 I'm what the team is missing