

# Danielle Rivas

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## Career Objective

Highly motivated and friendly student in pursuit of being an energetic team member that facilitates well with others and serves as an excellent resource for customers while providing the best experience possible.

## Summary of Qualifications

- Experience in addressing customer complaints and providing solutions
- Proficient in data entry and bookkeeping
- Familiar with composition tools such as word, excel, powerpoint, etc..

## Experience

**Sales Associate** - MCM Valley Fair, *San Jose, Ca* - 2020

- Romanticized and sold luxury handbags
- Created luxury shopping experiences
- Regularly kept clients updated on newest trends and fashion

**Bookkeeper** - Protege, *Bakersfield, Ca* - 2019

- Data Entry
- Collected insurance and billing from medical offices
- Daily emails going over numbers with the director of the company

## Education

Porterville High School - % 2019

- Student Government (ASB)
- AP Statistics, AP U.S. History, Honors English

San Jose State University - % 2023 (*anticipated*)

- Major: Business Administration

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