**Lila Rivera**

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**OBJECTIVE:**  Seeking a position inside an organization that provides potential growth and stability.

**Experience**

IST Facilities Management Copy & Mail Services

Reception at Jackson Lewis P.C.

January 2017 - Present

* Answer, screen and forward any incoming phone calls while providing basic information when needed
* Filing, Mail volume, Copy Track, Creating case file names
* Stocking supplies for the firm with inventory weekly

Fresh & Co

*Cashier/Counter* January 2016 – 2017

* Held accountable for incoming and outgoing tender on given register
* Kept up with knowledge of products in the store periodically
* Participated in inventory related activities

American eagle

*Sales associates* 2014 - 2014

* Answered phone calls to help with customer concerns as well as to contact other stores for inventory lookup
* Operate cash register
* Assisting customers in choosing a products and extra attachments that suited their personal style

*Babysitter*2013 - 2014

* Developed nurture and care for children at the employee’s home
* Teach basic lessons as well as assisting with Daily homework’s
* Maintain a clean and healthy environment inside their home

**Education**

* New York City College of Technology/ Human Services Present-2016
* Language & Diplomacy High school Diploma- 06/2015

**Skills**

* Fast Learner and Team Player
* Interpersonal skills
* Microsoft Word, Typing: 50 W.P.M.