

Kemily M. Cintron  
6353 Jackson St  
Philadelphia, PA 19135  
(267)275-5326

Objective: To seek employment with a growing company that will allow me the opportunity to help their business expand to new and greater levels of success.

Employment History:

Csl Plasma  
Medical screener  
10/2018-Present

Duties: Answer phones, greet donors, assist new donors with the process, create new donor profiles, read medical history questions to illiterate donors. Take donors vitals and test iron and protein levels, stock supplies for donor floor staff.

Safehouse Auto Solutions  
Front Desk

04/10/2017-08/20/2017

Duties: Maintaining appearance of front desk and surrounding areas. Answer phone calls, greet customers coming into the shop, establishing customers needs, creating estimates on car repairs, ordering parts, creating invoices, collecting money on completed work, and reserve and complete rentals on Uhaul trucks.

The Law Offices of Michael T. Van der veen  
Legal Assistant/ Intake Specialist  
06/27/2016- 11/27/2016

Duties: Signing up new clients entering all there information into client database. Start of electronic files as well as paper files for new clients. Call auto insurance companies 1st party and 3rd party get information on claims start new claims. Call doctors office make sure billing information is up to date and make sure clients were treating. Receive incoming calls and make outgoing calls to speak with prospective clients about their case. Translate for all spanish speaking clients. I would also work reception desk when needed.

Corporate Call Center  
Accident & Health Insurance Agent  
08/31/2015-10/28/2015

Duties: Working with High-mark Over 65 medicare program. Outbound calling to current clients to discuss upcoming AEP and health care benefits for plan. Receive inbound calls and assist

clients with health care plans and enrollment. Send out informational kits, schedule one on one visits, seminars, and home visits.

Ross Department Store- Seasonal Stock Associate  
12/2/11-01/15/2012

Duties: Open all boxes that are delivered in the morning, organizing merchandise in appropriate section of the store.

Auto Cafe- Office Manager  
Emission and State Inspector  
7/5/2010- 4/28/2016

Duties: Greeting customers, Answering phones, fax, copy, file, ordering car parts, Inspecting vehicles, making sure shop is clean, creating estimates and invoices, handle all money, payroll, maintain a schedule that fits the payroll budget. Speaking with auto insurance companies to make sure clients policy were active.

Education: Olney East High School  
EOP-10/2010-7/2011  
HIGH SCHOOL DIPLOMA

Skills:  
Bilingual  
Well Organized  
Strong training skills  
Self-motivated  
Dependable  
Reliable  
Sales  
Fast learner  
Customer Service

References:  
Ernesto Velazquez/ Owner of Auto Cafe-2674717562  
Sergio Rodriguez/Manager Auto Cafe- 2152254292