

Immanuel Rivera

A responsible, determined, and motivated individual that has a passion for helping other. I have a spirit of excellence all while being proficient in fast pace environments, learning new concepts, and providing customer service.

EXPERIENCE

**Admissions Liaison, Lakewood University, Virtual
2020-Present**

**Crew Member, Chipotle Mexican Grill, Cutler Bay, FL
2018–2020**

- *Prepared food orders while providing excellent customer service
- *Ensured work area and overall restaurant was clean and meet company standards

Call Representative, Alorica, Cutler Bay, FL

Nov. 2019- Dec. 2019: Seasonal

- * Completed telephone calls reviewing and enrolling clients into various insurance plans
- *Provided excellent customer service to both external and internal clients
- *Met company quotas and guidelines

Health Care Companion, Traci's Personal Care & Companion, Miami,FL.

Apr.2018- Mar.2019

- *Oversaw wellbeing of elderly patients by meeting their individual needs
- *Responsible for food preparation, cleaning, scheduling appointments and other duties to maintain the flow of the organization

EDUCATION

Miami Palmetto Senior High School

High School Diploma: June 2019

SKILLS

- Reliable - Reading Comprehension -Leadership skills -Food Production
- Active Listening -Decision Making - Dedicated -Work Etic -Strong Communication