

Jose L. Arroyo Diaz

CUSTOMER SERVICE ASSOCIATE



CAREER SUMMARY

Customer Service Associate

Roses Realty Group / 2015 to 2019

- Attracting tenants by advertising vacancies; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Accomplishing financial objectives by collecting rents; paying bills; forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective action.
- Maintaining property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units and completing repairs; planning renovations; contracting with landscaping.

Sales Representative

Joshua Motors / 2014 to 2015

- Understand cars by studying their features and capabilities, as well as comparing and contrasting competitive models
- Develop buyers by keeping good rapport with previous and new customers; also by suggesting trade-ins; respond to inquiries; recommend sales campaigns and promotions
- Qualify buyers by understanding their interests and requirements; matching requirements and interests to various models, etc.
- Effectively close sales

Sales Associate

General Nutrition Center (GNC) / 2012 to 2014

- Keep the customers up to date of all promotions and advertisements.
- Processing and replenishing merchandise and monitor the floor stock.
- merchandising, and maintenance of displayed merchandise and floor moves.

EDUCATION

Learn Sativa University

Cannabis College

- Dispensary management certification
- Advanced grower certification
- Advanced business management certification

Valencia College

Associate's in Arts Degree

- Attended 2016 to 2018

PROFESSIONAL BIO

I am a customer service/sales associate with experience working in retail and real estate. I am driven and have great people management skills. Looking to make an introduction in the medicinal cannabis industry.

SKILLS & ABILITIES

- Working with people from different backgrounds.
- Bilingual professional
- POS and rapport building experience
- Microsoft office knowledge

CONTACT INFORMATION

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