



Margarita O. Sias

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Objective:

To find a position that will help me achieve my goal in assisting other people to further themselves, while gaining more knowledge in the work place to further it.

Qualifications:

Bilingual Spanish/English, team work oriented proficient in windows, excel, power point applications. Great customer service skills, telephone skills, filing, pharmacy terminology, legal terminology, Microsoft word, terminology, typing speed 48 words per minute. Great customer service practices, proper English usage, grammar and punctuation, cash handling procedures, computer software applications (i.e., word processing, e-mail and Internet); filing systems, general office practices, office equipment (i.e., telephone, printer, copier, fax, scanner.); Skills in working independently and managing time effectively while handling a high volume workload in an environment subject to frequently changing priorities and high stress. Using computer and computer software including word processing, recognizing safety and security issues. Prepare documents, copies, faxes, stamp and file documents, process and distribute mail, maintain logs, very organized and detail oriented. Prepare and process all court work in a timely, prompt, accurate, complete, proper and efficient manner, ensuring court rules and procedures are followed; maintain and apply bond information on and in files. Handled calls for Pfizer colleagues
Ran calculations and prefilled paperwork for pension benefits. Updated information on accounts
Updated tax information on accounts. Updated tax information or 1099r forms and mailed out if needed to
Received and mailed paperwork on pension accounts. Could view all information on accounts 401K, Pension and Health and Insurance

Education:

CNM-Albuquerque Campus

January 2018-August 2019

Communication Associate degree

Liberal Arts Associate degree

Apollo College – Albuquerque Campus

April 24, 2006- November 25, 2006

Certificate

Los Lunas High School

January 1999- May 2003

High School Diploma

Work Experience:

Metropolitan Court

Court Clerk 2 Criminal Floor Teams, Courtroom Support, Monitor Room

February 04, 2013- present

401 Lomas Albuquerque, NM

Supervisor: Jonathan Ash

Fidelity Investments

Customer Service Representative

August 10, 2009- October 19, 2013

Mesa Del Sol Albuquerque NM

Supervisor: Lisa Price

****** REFERENCES UPON REQUEST ******