

Sarah Lusa

Enfield, CT
paleeyes117@yahoo.com
+1 860 808 9769

Work Experience

Leasing Applications

Up Reality - East Hartford, CT
November 2022 to Present

I am currently doing customer service , data entry and leasing applications for prospects I get them approved by checking income by calling employers and landlords I make leases and upload documents to rent manager, send requests deposit refunds, I also add and remove tenants from their leases I also work on paper applications and scanning documents into the computer

Secretary/administrator

Elmwood auto - Agawam, MA
May 2022 to November 2022

Financing, sales,customer service,customer relations, data entry, money handling,making contracts, I also scanned applications and entered them into the computer of the customers to send over to lenders for approvals

Lease department logging in cars,data entry,customer service, driving,imiging,office check in and out,starter

Southern auto auction - East Windsor, CT
October 2007 to February 2022

Data entry, working in the office check dealers in and out, closing out taking payments ,auction block clerk transcriber ,customer relations ,lease department login lease cars,driver,imager,starter,ran a crew

Education

Some college in General

Asnuntuck Community College - Enfield, CT
September 2009 to April 2010

Skills

- Typing
- Clerical Experience
- Administrative Experience
- Office Administration
- Data Entry
- Event Planning

- English
- Transcription
- Cash Handling
- Customer service
- Negotiation
- Communication skills
- Organizational skills
- Time management
- Computer skills
- Scanning applications (1 year)

Certifications and Licenses

National Certified phlebotomist