

Samantha L Torres
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Experience

August 2013 –
Present

Chapman Ford

Philadelphia, Pa

F&I coordinator

Receive and process all paperwork in the F & I department at a #1 volume FORD dealer in Philadelphia. Process deals, ensuring that each deal has required documentation and is 100% accurate, then organize necessary paperwork for the financial institutions, dealership, and the state. Understand and comply with federal, state and local regulations that affect the new and used-vehicle and finance departments. Handle and receipt tender when needed. Sign up and explain documents to customers and ensure correct signatures. Handle high volume of phone calls within the dealership.

November 2011-
August 2013

Country Club Diner

Philadelphia, Pa

Waitress

Take orders and delivers food and beverages. Ensure the quality of the food and overall guest experience is excellent. I was responsible for all billing and payment processing.

December 2010-
January 2011

Kmart

Bensalem, Pa

Floor Associate

Assist customers with daily needs. Make sure isles and end caps where merchandised correctly.

November 2008-
September 2010

Dollar Tree Stores Inc.

Bensalem, Pa

Assistant Manager

Assisted with all store functions including scheduling, ordering, freight processing and all day-to-day store activities as directed. Performed all opening and closing procedures. Protected and secured all company assets, including store cash. Provided leadership and direction to associates. Maintained sales floor to company standards to include recovery. Assisted with evaluating, training, motivating and counseling of associates. (starting as an associate and was later promoted)

Education:

Temple University, BBA, Risk Management and Insurance, 2015

Community College of Philadelphia, Liberal Arts, 2013

G.P.A.-3.0

Franklin Towne Charter HS, HS Diploma, 2008

G.P.A.-3.3