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| MGObjectiveI am a very determined, hard working individual seeking full time employment in customer service or related work environments. I am a great listener who can handle stressful situations in a calm, dignified manner. I perform all necessary duties, giving my very best in all aspects of the job.Skills* Bilingual: fluent in both Spanish and English
* Able to adapt to change and work efficiently under any circumstances
* Team Player
* Basic math and computer skills
* Organized
* Experience in handling money
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| Melissa GuzmanPhone: (702) 401-0698 Email:messyg1212@gmail.com |

ExperiencePorter • Commercial on site • may 2018 – oct 2018Maintained clean Wynn Night Life environment for guests to enjoy. Responsibilities included: vacuuming furniture and carpets, sweeping and mopping floors, disinfecting restroom facilities, provided odor eliminating servicespromoter • drai’s night club • jan 2018– may 2018Preparing for upcoming events, making sure everything is organized and clean for guests receptionist• chapman dodge • nov 2016 – dec 2017Essential job functions included answering phone calls, handling customer inquiries, scheduling appointments for clients, filing all paperwork making sure everything is correct and in order, maintain organized work spacecashier • kmart • july 2016 – nov 2016Handling all customer transactions, processed them in the form of cash, debit, or credit card payment. Assisted customers in bagging their purchased items, giving great customer service with a smileEducationDiploma • June 2016 • Las Vegas high schoolGraduated with general High School Diploma, received recognition for achievement and excellence in auto tech (class studying different parts of cars and how to repair vehicles) |