|  |  |  |
| --- | --- | --- |
| MG Objective I 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 | |  | | --- | | Melissa GuzmanPhone: (702) 401-0698 Email:messyg1212@gmail.com |  ExperiencePorter • Commercial on site • may 2018 – oct 2018 Maintained 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 services promoter • drai’s night club • jan 2018– may 2018 Preparing for upcoming events, making sure everything is organized and clean for guests receptionist• chapman dodge • nov 2016 – dec 2017 Essential 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 space cashier • kmart • july 2016 – nov 2016 Handling 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 smile EducationDiploma • June 2016 • Las Vegas high school Graduated 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) |