

Denise Flores

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Summary

I am dedicated and focused assistant coordinator who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. I am seeking a role of increased responsibility and authority.

Highlights

- Results-oriented
- Time management
- Strong problem solver
- Self-directed
- Dedicated Team Player
- Professional and mature

Accomplishments

Received a merit raise for strong attention to detail exemplary customer service and team-player attitude.

Experience

Cleaning Lady

05/2013 to 10/2013

Martha's Cleaning Services

Mountain View, CA

Cleaned four to six houses a day, washing clothes and dishes, mopping and vacuuming, and organizing.

Cashier

01/2013 to 05/2013

Victoria's Secret

Santa Clara, CA

Opened and closed registers, customer service, special orders, answering phones and back stock.

Sales Associate

06/2012 to 01/2013

Macy's

Santa Clara, CA

Opened and closed registers, customer service, fitting rooms, price adjustments, special orders, back stock and displays.

Server

06/2011 to 06/2012

Freddy's Diner

Stockton, CA

Greeted clients, seated clients, took orders, prepared some food, cashier and phone orders.

Receptionist/Assistant coordinator

01/2011 to 07/2011

Career Closet

San Jose, CA

Took in and sorted donated clothes, dressed clients, data entry, answering phones and emails, scheduling and event planning.