

Lisa Browe
P.O. Box 8585 San Jose, CA 95125
408-646-1125

Objective

To utilize and enhance my skills in a fulfilling a career. Background includes managerial, live--in health care, customer service, and administrative.

Work Experience

Puretalk USA San Jose, Ca. 11/07/14-01/18/15

Customer Service/ Sales

Talk to customers and gave them information on are cellphones and plans.

Sold cellphones if customers wanted to buy the phone service.

Bristol Hotel Campbell, CA 06/07/14-Present

Front Desk

Check-in guest, check-out guest, reservations, call travel agents, fax, emails, cash transaction and credit cards. Help guest with any issues or concerns they have.

PostalAnnex San Jose, CA 05/07/13-07/20/13

Store Manager

Open and close the store. Ship packages internationally and domestic. Running the cash register, point of sales, and transaction. Opening up new po box and sorting the mail

Homewatch Caregivers Santa Clara, CA 11/29/11 -May/2013

Care Giver

Work with the elderly in non-medical, in-home care and assistance. Duties included but not limited to hygiene assistance, meal preparation/diet monitoring, light housekeeping and laundry, ambulatory/mobility assistance, transportation, errands and shopping. Care for up to 3 clients a week. Work in office once a week doing general office duties.

Sundowner Inn Sunnyvale, CA 01/18/11- 11/06/11

Front Desk

Made reservation via a reservation system for guest who called in or who were walk-in. Checked-in guest and check-out them out. Duties included cash handling, showing guest rooms, and bringing guest anything extra they need to their room. Communicated with various travel agencies to obtain guest's reservation by fax and answering phones.

Walgreens Cupertino, CA 06/08/06- 08/26/09

Photo Tech/ Pharmacy Typist

Data Entry of all incoming prescription to be filled. Responsibilities included adding new patients in the computer system, calling patients and doctors. Verified insurance coverage. Ordered medication for stock. Returned overstock and expired medication. Warehoused and stocked on sales floor and pharmacy. Accepted digital and film orders in photo department. Processed all orders including internet orders. Sent out orders to be process out of store as needed and cleaned photo machines.

Dollar Tree Salinas, Ca 11/04- 01/05

Assistant Manger

Supervised daily functions of the store, managing full and part time shift schedules of all employee's,

manage front cashier areas of money handling, cash pick ups, voids, customer service and receiving merchandise.

Bath & Body Works Salinas, Ca 11/03- 06/09

Sales Lead

Responsibilities included opened and closed store, bank deposits, training new hires on product knowledge, and demos to customers, receiving in stock and putting stock away.

Software Skills

Microsoft Word / Internet Explorer /Apple works/ Auto Clerk

Education

North Monterey County High School Diploma Castroville Ca 2002