

Work History

Circle K Phelan Rd Phelan ca 92392 04/16 to current Cashier

- . Cashier
- . Handling all payment methods debit/credit/cash
- . Customer Service
- . Lottery selling/receiving capable
- . Receive merchandise from vendors
- . Stock back stock products
- . Stock shelf items
- . Scratcher selling/ receiving capable
- . EBT machine capable
- . Money order machine capable
- . Food handler
- . Brew coffee, hot chocolate, tea, creamers
- . General housekeeping
- . Clean gas pump and lot areas

Work History

06/2013 to 09/2015 Front Desk Host/Night Auditor

Wine Valley Inn and Cottages-1654 Copenhagen Drive Solvang, CA

- . Check in/out Reservations
- . Greeted and Welcomed guest with a smile
- . Cashier
- . Handling all payments and credit cards
- . Forecast the Revenue for the previous year to present
- . Pace Report/Reservation Tracking

Work History

Motel 6 Lompoc, CA 92336 04/2012 to Current Front Desk Associate

- . Greeted and welcomed all hotel guests with a smile.**
- . Cashier handling all payments cash and credit card**
- . Process reservations**
- . Reviewed account information and charges with guests during check-out.**
- . Resolved service related problems in a timely manner.**
- . Verified personal payment information**
- . Collaborated with maintenance and housekeeping**
- . Recruited and trained members**
- . Night Audit**