

**DEANNA REYES**  
9077 Cedar Street  
Bellflower, CA 90706  
562.316.6298 | monsoonfan2017@yahoo.com

## **OBJECTIVE**

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Seeking a Management Position in a High-End Hospitality Company

## **SKILLS**

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- Excellent Communication Skills
- Highly proficient in Data Entry, 10 Key by Touch, Billing and Coding
- Strong Customer Service Skills
- Switch Board Phone Line, Copy/Fax Machine Knowledge
- Bank Deposits, Cash Drawer and Payroll Experience
- Microsoft Office Certified, Typing 50 WPM
- Maintaining Inventory
- Proficient Computer Skills and Problem Solving

## **Education**

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**SOUTH EAST ROP** | Norwalk, CA  
Surgical Technologist • Certified 2015

**PARAMOUNT HIGH SCHOOL** | Paramount, CA  
Class of 1986

## **EXPERIENCE**

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**BELLFLOWER UNIFIED SCHOOL DISTRICT** | Bellflower, CA  
*2005 - Present*  
Food Service II

**LEGENDS HOSPITALITY** | Anaheim, CA  
*2015 - Present*  
Concessions Manager

**A.D.P.** | Buena Park, CA  
*2000 - 2003*  
Payroll Clerk

**USF REDDAWAY |** Downey, CA

*1996 - 2000*

Dispatch Clerk

**WESTERN PARCEL EXPRESS |** Santa Fe Springs, CA

*1994 - 1996*

Billing Clerk