

DEANNA REYES
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Bellflower, CA 90706
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OBJECTIVE

Seeking a Management Position in a High-End Hospitality Company

SKILLS

- 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

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

PARAMOUNT HIGH SCHOOL | Paramount, CA
Class of 1986

EXPERIENCE

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