

Holly A. Chimicles

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#### Highlights of Qualifications:

Quick learner, hard worker

Communicates well with others

Creative and artistic, enjoys visualizing ordinary things in unique ways

Social, able to put clients at ease

#### Work History

2015-present- GC Marketing- different locations

Mic Runner, survey taker, event helper

10/2014-3/2018- My Florida Contractor, Dania Beach FL

Filing, Permit Runner, Office Assistant

6/2013-Present- BB&T Center Arena in Sunrise FL

Event staff, usher, dasher, ticket taker, bag checker.

10/2014-Present- Elite Staffing, Miami FL

Usher, Ticket Taker, Staffing in Club Liv at Hard Rock Stadium, Miami

10/2013- Present- Contemporary Services Corporation, Miami, FL

Usher, Ticket taker (at BB&T Center arena)

6/2013-9/2013 & 5/2015-2017- Andy Frain Services- Sunrise FL

Usher, Ticket taker, Dasher (at BB&T Center arena and Sporting& Graduations at various location)

9/2013-3/2014- Hollywood Firefighters Pension Fund, Hollywood FL

Order entry, filing, helping with audit

4/2013-9/2013- A.S.A.P. Bail Bonds- Davie, FL

Order entry, filing, notary public, answering phones

11/2012-4/2013- Café Italia- Hollywood FL

Waitress, bartender (out of business)

5/2007-8/2012- Bulletline- Miami, FL

Order entry, filing

#### Relevant Experience and Accomplishments

##### Customer Relations:

Assist customers in retail and purchasing selection.

Always try to portray a happy, positive attitude, which tends to break down barriers between my customers and myself.

I traveled to many destinations throughout the U.S. and in Europe. I enjoy meeting interesting people from different parts of the world.

#### Training Skills

Trained employees on cash registers.

Trained employees in customer service.

**Computer Skills:**

Word, Excel, TSS (invoicing and scheduling software), Data entry using JD Edwards, ADP payroll

**Education**

Johnson and Wales, Providence RI- business

References available upon request