

Lily Stretovich

4950 Hackberry Ln, Sacramento CA 95841 | (916)288-5395 | llstretovich5@gmail.com

Objective

My objective is to be part of a friendly atmosphere at the work place. I look forward to implementing my skills and abilities to benefit your company.

Experience

MANAGEMENT | LA BOU | JULY 2018 - PRESENT

I work in a fast-paced environment multitasking and managing phone calls, customer service, cashier, cook, barista, and waitress. I effectively manage these positions to have maximum customer satisfaction and sales.

VOLUNTEER | VITAS HEALTHCARE | NOV-DEC 2016

Vitas Healthcare Hospice center allowed me to gain valuable experience in the Administrative Department. I volunteered over 70 hours. I completed all my projects in document management that was assigned to me. My work included filing, coping, creating binders and packets. Also, working in the storage room which included organizing files and assemble the packages for the patients.

BUSINESS PARTNER | LUDA'S DAYCARE | 2010-2016

I worked in a daycare business for six years. My job was to manage the clients over the phone and in person. Working with the children I have learned the responsibility and dedication needed to earn the trust of the clients.

Education

HIGH SCHOOL DIPLOMA | 2014 | INDERKUM HIGH SCHOOL
SOCIOLOGY | 2014-2017 | SACRAMENTO CITY COLLEGE

Skills & Abilities

Microsoft Office: Word, PowerPoint, and Excel.

Bilingual: Fluent in English and Russian

Communication: Customer service

- Team worker
- Learn quickly
- Creative ideas
- Hard working
- Reliable and punctual
- Neat, clean and professional