




Jocelyn T. Tupua

14706 29th Pl. S., Seatac Wa, 98168 
206.698.1902 
Jtupua1990@gmail.com 

To pursue the position of Receptionist with Poly Clinic. My personality and experience will enlighten and brighten fellow staff members and clients upon arrival and departure with the utmost quality experience.

Skills

- 10+ years of Customer Service Expertise
- Interpersonal Communication Skills
- MS Word, Excel, Outlook Expertise
- Organizing Support Expertise
- Community Involvement/Support Experience

Experience

NOVEMBER 2018-FEBUARY 2019

Assistant Manager / Ice Rink Events; Bellevue, WA

Money Management, Timesheet/Scheduling, Inventory and Concession Management

JANUARY 2018 – NOVEMBER 2018

Breakfast Attendant / Hilton Embassy; Seattle, Wa

Set Up/Breakdown of Dinning Facility space, Customer Care, Hosting Guests, Inventory and Retail Management

Education

2009

High School Diploma / Cleveland High; Seattle, Wa

2009-2010

Theology Certificate / Northwest University; Kirkland, WA

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

References

Kerry Williams, Supervisor
Ice Rink Events, Bellvue, Wa
253.331.0590
Wakil Shakur, Supervisor
Hilton Embassy Suite, Seattle, Wa
206.832.6276