

EMMY CARRILLO

Compton, CA 90221 • (562) 390-7659 • EM.MYCARRILLO@ICLOUD.COM

Education

High School Diploma

Cerritos College - Norwalk, CA

High School Diploma: 06/2020

Dominguez High School - Compton, CA

Professional Summary

Reliable Front Office Supervisor known for interacting with customers and responding appropriately to questions. Considered talented employee ready to tackle any responsibility with pleasant demeanor and attitude. Offering outstanding verbal communication, writing and time management skills.

Skills

- Team Building
- Complex Problem Solving
- Handling Customer Complaints
- Recruitment and Hiring
- Friendly and Relatable
- Honesty and Integrity
- Spanish Fluency
- Employee Motivation and Discipline
- Verbal and Written Communication

Work History

Office Manager, 02/2020 to Current

Jasser Jeans – Compton, United States

- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Managed office operations while scheduling appointments for department managers.

Languages

Spanish



Native or Bilingual