

Anai Sanchez

Los Angeles, CA 90011

fpf6yd65xd468_4hz@indeedemail.com

+1 323 499 5663

Authorized to work in the US for any employer

Work Experience

Office Clerk

On Star Towing - Los Angeles, CA

April 2017 to Present

- Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- copy, sort, and file records of office activities, business transactions, and other activities.
- Complete and mail bills, contracts, policies, invoices, or checks.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Review files, records, and other documents to obtain information to respond to requests.
- Deliver messages and run errands.
- Inventory and order materials, supplies, and services.
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Data Entry

Ambiance Apparel Headquarters - Los Angeles, CA

October 2019 to January 2020

- Check invoices
- data entry
- print labels

Housekeeping

Los Angeles Four Seasons Hotel - Los Angeles, CA

April 2016 to October 2016

- sweep
- mop
- dust
- vacuum
- clean the bathrooms
- clean windows and public areas
- remove trash and deposit it in building's dumpsters
- refill toilet paper rolls and hand soap in the bathrooms
- change sheets and make beds
- keep the rooms stocked with clean supplies

Education

Thomas Jefferson Senior High School - Los Angeles, CA
January 2008 to October 2011

Skills

- Customer Service
- Data Entry
- English (10+ years)