

ISABEL HOLT-MORENO

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Professional Summary

I am an ambitious outgoing and hard working 26 year old finishing my college degree. I am very outgoing, professional reliable person. I enjoy working and Anything that requires challenging myself and elevating my knowledge. In the process of working over the years I have been grateful to have years of work experience and learn many valuable skills in the following career fields: Store manager and key holder, restaurant service, retail services, office clerk and assistant, and customer services.

Intelligent and innovative worker who excels at juggling multiple tasks and working under pressure. Highly motivated sales associate with store manager experience, setting up employee pay rolls, and interviewing others. Also I have experienced receptionist work in offices as well as customer service and sales experience. Fast paced and organized receptionist skills. Cashier skills at providing exceptional service, accurately handling money and proficiently managing store inventory to maximize customer satisfaction and sales. I am a determined worker that has a drive for excellent performance with each client I encounter.

Work Experience

Front Desk Receptionist

Club pilates

February 2023 to March 2024

Sales associate and Front Desk Receptionist

Key Holder

Sold members all packages and memberships

Scheduled all classes for members

Called and messaged all members and followed up to schedule next classes.

Sold merchandise

Open and closed studio

Key Holder/Sales Associate

Nordstrom

January 2022 to April 2023

Cashier

Sales Associate

Key Holder

Customer Service

Enrolled customers in our Store Credit Card Rewards program

Opening and Closing key holder

Overlooked and controlled inventory

Store Manager/Key Holder

Le Chateau Spa

July 2018 to March 2020

Store Manager

Key Holder for Store

Front desk receptionist for all customers

Payroll experience

Opened and closed store every day

Managed store by self

Hired and interviewed employees

Created special promotions and deals

Experienced with Yelp business networking

Closed due to Covid

Front Desk Receptionist

IPA Physio Physical therapy

September 2016 to October 2019

Front desk Physical Therapy Receptionist

Scheduled all customers appointments

Sold and signed up customers in our membership plans

Followed up with all customers and members

Country Club Server Summer Seasonal Server

Nellie Gail Country Club

June 2015 to September 2018

Hostess and waitress at Country Club for every Summer for over 3 years

Took members and customers orders

Served customers and members orders

Hospitality experience

Retail Sales Associate

Victoria's Secret

June 2014 to July 2015

Sales associate

Key Holder

Cashier

Organized clothes

Customer service

Opening & Closing shift

Education

Bachelor's degree in Business Management

Saddleback College

Present

Associate of Arts in Psychology

Saddleback College

January 2016 to May 2018

High School Diploma

Junipero Serra High School

August 2012 to January 2016

Skills

- Food Handler CA Certified
- CPR/First Aid CA Certified
- Manager experience
- Key Holder experience
- Open and Closing experience
- Excellent Customer Service skills
- Management and Leadership skills
- Pay Rolls Experience
- Can adapt to diverse groups
- Excellent Communication skills
- Computer literate
- Motivated team player
- Active listening skills
- Excellent negotiation skills
- Positive and upbeat personality
- Attention to detail/organizational skills
- Hiring and interviewing others
- Managing company finances
- Problem solver

- Office management
- Customer service
- Medical office experience
- Communication skills
- Medical receptionist
- Front desk
- Store management
- Payroll
- Interviewing
- Phone etiquette
- Administrative experience
- Organizational skills
- Office experience
- Time management
- Leadership
- Restaurant experience

- Microsoft Office
- Management
- Schedule management
- Patient service
- Sales
- Supervising experience
- Mentoring
- Retail sales
- Serving
- Negotiation
- Catering
- Food safety
- Food service
- Banquet experience
- Bilingual
- Appointment scheduling
- Hospitality
- Inventory control
- Social media management
- Fashion retail
- Retail management
- Cash register
- Direct sales
- Cash handling
- Guest services
- Experience with children
- Outdoor work
- English
- Teaching
- Typing
- Hotel experience
- E-commerce
- Content creation

Certifications and Licenses

First Aid Certification

CPR Certification

Food Handler Certification

BCBA

Driver's License

Guard Card

RBT Certification

BLS Certification