

Larissa Harley

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Objective

Key accomplishments include office type experience, hard worker, and strong organization. Results driven from customer service, in addition to making customers very satisfied.

Experience

Finishline, Broomfield, CO (2011 - Current)

cashier: Responsibilities consisted of Helping customers with anything they asked for., Answer the phone. , and Make sure the store is kept clean..

Cottonwood Suites, Northglenn, CO (2013 - 2013)

Night Audit: Responsibilities consisted of Helped guests with any needs., Closed current day to roll over to the next., and Printed off and looked over paper work from current day..

Gymnastics Unlimited, Northglenn, CO (2013 - 2013)

Birthday party planner: Responsibilities consisted of Set up for birthday parties. , Ran birthday party., and Made sure the kids and parents were happy with the party..

Ramada Plaza Denver, Denver, CO (2013 - Current)

Night Audit: Responsibilities consisted of Help guests with any needs., Print, file and go over paper work from previous day. , and Roll over the day in the system and make sure everything is ready for the next day..

Education

Horizon High School *Thornton, CO*
High school diploma
2008 - 2011