

Experience

Sleep Inn DIA [June 2012 – July 2013]

- Guest Service Expert
- Check guest in/out
- Create, adjust, cancel reservations
- Handled cash and CC info
- Answer and transfer phone calls

Hampton Inn DIA [July 2013 – July 2014]

- Guest Service Expert
- Check guest in/out
- Create, adjust, cancel reservations
- Handled cash and CC info
- Answer and transfer phone calls
- Enrolling members into HHonors Reward Program
- Night Auditor

Education

Hinkley High School

Graduated from Hinkley High School in May of 2013. I was involved in the school news on and off screen, HHS Cheer team, girls soccer, teachers assistant. Graduated with over 20 college credits in math and foreign language.

Community College of Aurora

Enrolled as ASCENT student, continuing on to complete AA and transfer to UCD by Spring 2015.

Skills

- I'm an ambitious fast learner with great communication skills, bookkeeping skills, customer service and interpersonal skills.
- I am bilingual, I am fluent in both English and Spanish and can read, write and speak in both.