

Alyssa Cruz

Thornton, CO 80241
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Work Experience

Server/Waiter

HuHot Mongolian Grill - Westminster, CO
August 2017 to Present

Greet & serve tables in dining room. Togo orders, seating them, cash handling, and positive attitude while serving the guests and making sure all of their needs were met. Side work, running side work, run food and drinks. Aloha system. Taking orders from guests. Make Alcoholic beverages

Administrative Assistant

Intervention Inc - Lakewood, CO
February 2015 to Present

Responsibilities:

Answering multiple phone lines, female UA's, sign and check people in for their appointments and UA's, money handling and writing receipts, file paperwork, and order supplies.

> Skills Used:

Microsoft Word, Outlook, ICON, Norchem/Sentry, Citrix

Server

Buffalo Wild Wings - Thornton, CO
July 2014 to June 2018

Greet & serve tables in bar and dining room. Togo orders, seating them, cash handling, and positive attitude while serving the guests and making sure all of their needs were met. Side work, running side work, run food and drinks. Aloha system. Taking orders from guests.

Receptionist/Administrative Assistant

Arbor Family Medicine - Westminster, CO
August 2016 to August 2017

Answering phones, checking in patients, charting, scheduling appointments, canceling appointments, multiple phone lines, medical terminology, queuing documents to the patients charts, queuing faxes, Putting in insurance cards, dealing With insurance companies.

Familiar with: Microsoft Word, Excel, EMR Allscripts, Phreesia, Electronic medical records

Server/Waitress

Si Senor - Erie, CO
February 2014 to September 2014

Responsibilities:

Answering phones to take Togo orders and reservations, greeting customers and seating them, cash handling, and positive attitude while serving the guests and making sure all of their needs were met.

Secretary/ Receptionist

Cruz Barbers & Salon - Broomfield, CO

> Responsibilities:

Answer phones, book appointments, cash handling, credit card handling