

# Esteban Sevilla

Oceanside, CA 92056

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As a bilingual professional Healthcare Administrator, I am ready to accept new and challenging opportunities that encourage collaboration and focus on shared goals that allow us to thrive in a well-respected organization such as yours.

## Work Experience

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### **Front Desk Receptionist**

Springhill Suites-Carlsbad, CA

April 2024 to Present

- Accept cash and card payments, adjust rates for discounts, and process incidental expenses for guests
- Register guests: input demographics and payment information to electronic system
- Process deposits for future reservations
- Close sales reports at the end of shift
- Answer 10-15 guest phone calls per shift and ensure calls are resolved satisfactorily using excellent customer service skills

### **Inventory Specialist**

FashionPhile-Carlsbad, CA

August 2023 to February 2024

- Conducted routine cycle counts, ensuring inventory is accurate and up to date at all times
- Inspected, verified, and accepted shipments into the warehouse
- Stocked products and ensured appropriate amount of supply was available to meet customer demand

### **Stock Associate/Cashier**

Ferragamo-Carlsbad, CA

October 2022 to April 2023

- Prevented store losses using awareness, attention to detail, and integrity
- Provided excellent customer service through communication and supporting each customer with products, promotions, and orders
- Collaborated with team members to organize incoming and outgoing shipments
- Efficiently unpacked, sorted, and organized merchandise

## Education

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### **Breaking Through Physical Therapy**

Oceanside, CA

October 2021 to December 2021

### **Health Care Administration**

Pima Medical Institute - San Marcos, CA

November 2020 to December 2021