

# Jocee Hunsley

Rochester, MN 55901

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Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Receptionist**

Comfort Inn by Choice Hotels - Rochester, MN

June 2022 to Present

Answer phones make reservations check in and out money handling checking on guests how is the room

### **Front Desk Receptionist**

Staybridge Suites and even hotel - Rochester, MN

March 2021 to Present

Checking guests in and out answering phones making reservations assign guests to room. Money transactions.

### **Cashier and Customer Service**

T.J. Maxx - Rochester, MN

November 2020 to July 2021

Cashier bagging cleaning stocking truck unload help customers find things.

### **Front Desk Receptionist**

Hotel Indigo - Rochester, MN

March 2020 to November 2020

Answer phones take reservations check in and out guests. Make keys, cash handling

### **Beauty Advisor**

Sally Beauty - Rochester, MN

August 2018 to December 2019

Greet customers

stock shelf's / pull product forward

count money

help customers find products

answers phones

working with computers

sweep/mop floor

### **Sales Associate**

Bath and body - Rochester, MN

May 2019 to July 2019

Greet customers stock shelf's help them find products answer phones cashier

**charter house mayo clinic**

Mayo Clinic - Rochester, MN

August 2017 to July 2018

housekeeping clean for older residents.

**Front Desk Receptionist**

wyndham garden - Rochester, MN

May 2013 to March 2015

answering phones checking guests in/out

## Education

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**High school in basic**

ALC - Rochester, MN

September 2012 to June 2015

## Skills

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- computer skills answering multiple phone calls at once (6 years)
- Make-Up
- Cosmetology
- Computer Skills
- Sales
- Receptionist
- retail sales
- training
- Customer Service
- Microsoft Word
- Customer Service Skills
- Excel
- Cash Handling
- Hair Styling
- Product Demos
- Upselling
- Communication Skills
- POS
- Cleaning Experience

## Certifications and Licenses

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**Driver's License**