

Contact

kristen.zavilla@gmail.com

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Top Skills · [See all](#)

Event Planning · Lifeguarding ·
Event Management · Volunteer
Management · Time Management
· Data Entry · Critical Thinking ·
Microsoft Publisher · Microsoft
Office · Customer Service

Kristen Zavilla

Customer Relations Advocate at Fidelity Investments

Greater Denver Area

Summary

Hospitality and tourism based education with extensive experience in customer service, sales and coordination within businesses and organizations to promote sustainability.

Experience

Customer Relations Advocate · Fidelity Investments

September 2019 - Present · Denver, Colorado

Front Office Supervisor · Sage Hospitality

March 2018 - Present · Denver Airport Marriott

Office Assistant · Advantage Home Inspection Service

January 2007 - Present · Highlands Ranch, CO 80126

- Continual data entry through multiple computer programs- Filing and organizational office work- Answer phone calls and respond appropriately to customer needs- Communicate with realtors, listing agents and customers as needed

Accounts Receivable Clerk · Sage Hospitality

October 2018 - April 2019 (7 months) · Aurora, Colorado

Dining Room and Reservations Manager at The Lodge at

Sunspot · Winter Park Resort

July 2014 - April 2017 (2 years 10 months) · Winter Park, CO

[See all of Kristen's experience](#)

Education

Colorado State University

Natural Resource Recreation and Tourism with a concentration in Natural Resource Tourism, · (2010 - 2014)

