Saige Smith

Fort Collins, CO
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720-391-4345

Authorized to work in the US for any employer

Work Experience

Receptionist/Front Desk

Aussie Lashes, Lasers, Medical Spa - Fort Collins, CO
September 2018 to Present

Responsibilities: greeting clients, perform a variety of clerical tasks as assigned, answering high volume of phone calls, scheduling spa clients through boking program Aesthetics Pro, updated and maintained client information in computer systems, providing basic consultation for spa clients, cleaning spa rooms.

Server

Casa Mariachi, Family Mexican Restaurant - Parker, CO
December 2014 to August 2019

Responsibilities: waiting tables, taking to-go orders, seating customers, cleaning and organizing.

Lifeguard

Pinery Country Club - Parker, CO
May 2016 to August 2017

Responsibilities: monitoring the pool, enforcing pool rules, pool cleaning/maintenance, and interacting with club members.

Hostess

Casa Mariachi, Family Mexican Restaurant - Parker, CO
November 2014 to August 2017

Responsibilities: seating customers, taking to-go orders, cleaning and organizing.

Education

Bachelor's degree in Political Science

Colorado State University - Fort Collins, CO
August 2017 to Present

High school diploma or GED

Ponderosa High School
August 2013 to May 2017

Skills

- Excellent communication with clients/customers
- Exceptional phone etiquette
- Administrative assistance experience
- Flexible
- Extensive research skills
- Responsible
- Self-sufficient
- Proficient in Microsoft programs (Word, PowerPoint, Excel, Outlook)
- Clerical Experience
- Restaurant Experience
- Lifeguard
- Host/Hostess
- Serving Experience
- Bartending
- Pool Maintenance
- Swimming
- Front Desk
- Data Entry
- Cleaning Experience
- Merchandising

Assessments

Proofreading — Familiar
November 2020

Finding and correcting errors in written texts.
Full results: Familiar

Data Entry: Accuracy — Highly Proficient
November 2020

Entering data quickly and accurately.
Full results: Highly Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.