

Alexa Carbajal

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Austin, Texas 78703

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professional summary

Enthusiastic and well-organized Assistant Manager with over 6 years of customer service experience, a solid background in data entry and event planning. Looking to surpass my employee's expectations by applying strong organization, communication, and analytical skills.

* Work Experience

The Beauty Store Salon and Spa

Sales Associate

Westlake, Tx

June 2013-June 2015

The Grove Wine Bar

Server

Austin, Tx

June 2015 -Current

Handled customers requests, inquiries, complaints in an efficient and timely manner

Made a consistent effort to recognize regular clients and anticipate their needs.

Responsible for inspecting and supervising other employees on opening and closing duties

Trained new servers on how to create an excellent dining experience

Inspected dining and serving areas to ensure cleanliness and proper setup

Responsible to receive and deliver food orders in a fast and friendly manner

Greeted and sat guest accordingly while maintaining the structure of the sections

*Education

Texas State University- San Marcos, TX

Present

Completing Bachelor degree in Digital Media Innovations

Corsicana High School- Corsicana TX

Corsicana, TX

2009-2012

*** Skills/ Languages**

Microsoft Word, Excel, QuickBooks, Vivonet, Prezi, Microsoft PowerPoint, html, css, java Appointment Plus, familiar with OPERA, Solid oral and written communication skills both in English and Spanish

Commendable phone etiquette

I am detail oriented, hard-working, flexible, creative, self-motivated, resourceful, implement a positive attitude, professional, discreet, honest, a fast-learner and I possess an excellent work ethic and the ability to adapt quickly.

***References**

Kathleen Hanschen

The Grove Wine Bar and Kitchen- Manager

512-236- 1440

Amanda Hoelscher

The Beauty Store Salon and Spa-Manager

[512.329.9876](tel:512.329.9876)