

Marissa Nowakowski
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Education

Coronado High School

3.6 GPA

Experience

Animal Hospital Receptionist

Part time position

Trained in patient care and treatment, answering multiple phone lines and scheduling, cleaning according to established protocols, reporting on the behavior and condition of patients, and communication with clients.

January 2018 to January 2020

Apartment leasing agent, front desk associate

My duties included, but not limited to

Performing the day to day administrative operations:

Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution

Pickup, sort and distribute mail and misc. bank deliveries

Open, sort and distribute incoming correspondence and faxes

File and retrieve corporate documents, records, and reports

Greet visitors/residents and provide assistance

Answer all calls and transfer accordingly – multi-line phone system

Prepare responses to correspondence containing routine inquiries

Draft daily correspondence and prepare misc. forms/documentation

Perform general office duties such as ordering and maintaining office supplies, maintaining records management systems, and performing basic bookkeeping work.

Assist personnel with misc. duties (Office Manager, Property Manager etc.)

Acts as a leasing agent, assisting with applications, leases, renewals and other similar functions

Daily communication with and assisting government agencies and property locations

Assists in renting/showing apartments for rent

January 2019 to May of 2020

•Newport Motors (front desk receptionist)

-Handle calls in a high volume setting

-Take notes and bookkeep according to the business policy

- Light cleaning

May 2018 to December 2018

- **Precision Opinion Call Center**

- Sales, Outbound marketing

- Trained for 6+ months

- Experience: 2 Years (2017-2019)

- **Budget INN of America**

- trained in front desk customer service for 6 months

- **Brooklyn Pizza Company**

- Cashier

- Hostess

- Answer a high volume of over the phone orders, as well as fulfill doordash, Postmates, and Grubhub Orders. Pack food orders for customers

- Serve hot and cold foods to customers, ensure great customer service while waiting tables

- Light food prep

- Take out trash, fulfill opening and closing shifts, trained in how to properly clean a restaurant, dishwashing

- Count the drawer at end of night, input tips, distribute tips at end of night

- January 2017-February 2019

- **Rising Star Preschool and Childcare**

- Infant Room lead teacher

- Duties Included: Communicating firsthand with parents, sending daily reports, ensuring proper care of children 6 weeks to 1 year old.

- August 2019 to February 2020

- **Precision Opinion Call Center**

-Sales, Outbound marketing

-Trained for 6+ months

Experience: 2 Years (2017-2019)

•**Boutique Retail Associate**

-Cashier

-Stock Merchandise

-Keep store updated on current trends, events

-2017 to 2019

References

Anita Nogo

702-461-7058

Isaac Vera

702-809-8525

Lisa Desantiago

702-326-2623