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SILBIA LOPEZ-MENDEZA long, thin rectangle to divide sections of the document

# SUMMARY

Experienced in an accelerated and strenuous hospitality environment. Proficient in working under pressure, multi-tasking, and time management. Self motivated and committed to exceed both customers and employers expectations.

EXPERIENCE

## Livesmart ADT*— Sales Rep*

March 2018 - Present

* Knowledge of products
* Rapport building, relationship building with clients
* Critical thinking, leads qualification, and Solidify Deals
* Setup Appointments and installs

## TAO Asian Bistro, Venetian*— Host*

FEBRUARY 2017 - March 2018

* Greet and acknowledge guests
* Focus on providing a unique experience for the guest
* Accept, organize, and prioritize reservations
* Maintain a positive attitude towards staff and clients
* Prepare seating assignments and walk through dining room during service to ensure guest satisfaction

## Carlos Bakery, Venetian *— Cashier/Customer Service*

July 2015 - January 2017

* Greet incoming guest with positive and friendly approach
* Take orders, answer questions, and give suggestions to guests.
* Cashier experienced in money handling.
* Clean work areas, deep clean in down time
* Restock pastries, review product, keep everything ready for opening

# EDUCATION

## Cheyenne High School, Las Vegas *— High School Diploma*

August 2012 - July 2016

Standard High School Diploma

# SKILLS

* Bi-lingual
* Money handling
* Sales
* Work Under pressure
* Communicate/ persuasive skills