Kimberly A AlVarado

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# Experience

**Sunset Motel**

**Front Desk Clerk |** 2018-2021

Keep front desk tidy and presentable with all necessary material , Greet & welcome all customers , Attend to Questions & Concerns . Check guest in and out while answering incoming calls , Keep files & registration updated . Filing paperwork

**Anthony & Anthony Ent.**

**Office Help** | 2017-2018

Answer phone Calls , Memorize 12 different intros , we take calls for 12 companies , Write Down clients call back information, and Write down messages

**Star motel**

***Front Desk clerk*** *| 2015-2017*

*Check Guest in & Out . Watch Cameras , Anwser phone calls*

# Education

Canyon Springs 3.0 Gpa (2014-2018)

***ACKNOWLEDGEMENTS***

* CC Machine
* Excel
* Word Microsoft
* Calculator
* Sales Report