

# GRISNELLE MARTE

Tampa, FL 33614

[grisnellemarte11@gmail.com](mailto:grisnellemarte11@gmail.com)

8136478315

I wish to obtain a responsible position with a progressive, growth-oriented organization to utilize my skills. I am excellent in working with others to achieve a certain objective on time and with excellence.

## Work Experience

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### **Customer Service Representative**

Best Choice Cleaners - Riverview, FL

October 2020 to April 2022

Handle customer drop-offs and pick-ups, process payments, provide information about the services. Accurately sort and tag customer orders for cleaning. Respond to complaints in a professional manner. Liaise with staff to ensure all garments are clean and tidy to accommodate customers needs.

### **Production Associate**

Essilor Processing Center - Tampa, FL

August 2018 to July 2020

Responsible for sorting, restocking, pulling and matching lenses & frames in and out of bins by tray number. Train new employees, manage inventory and production flow. Transcribe digital jobs and post prescription paperwork of defective or broken jobs into the lab management system.

### **Retail Floor Associate**

Risse Brothers School Uniform - Tampa, FL

May 2016 to July 2018

Assist parents with the purchase of uniforms and handling customer issues in a courteous manner. Pull and prepare orders for shipping; organize and stock shelves, sorting and labeling merchandise; order and payment processing. Maintain store cleanliness.

### **Guest Service Agent**

Hyde Park Hotel - Tampa, FL

April 2017 to June 2018

Assist guests with check-in & check-out processes, provide guests with hotel services information, and accommodate guests during their stay in a friendly manner. Communicating with hotel staff on the status of guest rooms, handle payments, and maintain front desk area.

### **Brand Representative**

Altar'd State - Tampa, FL

September 2015 to March 2016

Greet and receive customers in a welcoming manner. Help customers with purchases and share product knowledge. Receive and stock merchandise, arrange product displays, assists with inventory. Maintain a clean store environment.

## Education

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### **Diploma**

Bassick High School - Bridgeport, CT  
September 2008 to June 2012