

# Ethan Levesque

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## ABOUT ME

Friendly, dependable, and organized professional with 4+ years of experience in customer-facing and administrative roles. Skilled in handling transactions, resolving issues, maintaining a clean and welcoming environment, and working efficiently in team-oriented environments. Currently pursuing a degree while seeking a part-time or full-time position.

## EXPERIENCE

**Elements Massage** | Parker, CO | June 2023 – April 2024

**Front Desk Receptionist** | (20 hrs/week)

- Greeted and welcomed clients, ensuring a positive experience from arrival to departure.
- Managed appointment scheduling, coordinating with therapists to optimize booking.
- Handled client check-ins and check-outs, processed payments, and maintained accurate records.
- Provided information about services and resolved any scheduling conflicts.
- Maintained a clean and organized reception area.

**Visceral Solutions Inc.** | Denver, CO | May 2018 – June 2022

**Payroll Specialist** | (30 hrs/week)

- Solely responsible for payroll distribution, including calculations and submissions.
- Managed 401k administration and reported payroll contributions for multiple client companies.
- Worked across various platforms to ensure accurate and timely payroll processing.
- Efficiently entering and managing employee information and payroll data.

**Casa Caliente** | Highlands Ranch, CO | December 2018 – August 2020

**Back of House** | (15 hrs/week)

- Prepared ingredients for cooking and assisted in meal preparation.
- Cleaned dishes, utensils, and kitchen equipment, ensuring a hygienic work environment.
- Maintained cleanliness and organization of workstations.

## SKILLS

- **Strong communication and customer service**
- **Cash handling and POS systems**
- **Time management and multitasking**
- **Conflict resolution and professionalism**
- **Organized and dependable**
- **Fast learner and tech-savvy**

## EDUCATION

**Front Range Community College** | Fort Collins, CO | August 2024 – Present

- Pursuing an AAS in Computer Science