

Alexis Flores

Administrative Assistant

San Jose, CA 95117

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A professional, customer-service orientated, and motivated learner seeking a full-time position where I may utilize my skills in groups, research, and interpersonal communication with the opportunity to accomplish career goals.

Authorized to work in the US for any employer

Work Experience

Administrative Assistant

Common Interest Management Services - San Jose, CA

November 2019 to March 2021

Organizing, filing, customer service, answer phones, excel, word, outlook, help managers

Administrative Assistant

Kelly Services

February 2019 to February 2019

Olympus

- Set up and established standards for how employee files are kept and managed.

Hostess

Bill's Cafe

August 2018 to December 2018

Work efficiently under pressure in a high-paced environment

- Ensures customer satisfaction by providing high quality service
- Check food to guarantee standards are maintained and are served in a timely manner
- Attentive and anticipate the guest needs at all times

Assistant Manager

Goodwill of Silicon Valley

April 2015 to October 2018

Making sure daily deposit is the correct amount at all times

- Attentive to the customers needs at all times
- Responsible for maintaining store needs
- Making sure production is being priced correctly and put away and out for customers
- Safety Representative

DMV Clerk

Penske Automotive

April 2018 to August 2018

Organized team members setting attainable goals to reach during inventory and processing of shipment

- Categorizing merchandise by department and reporting any discrepancies to managers verifying company orders
- Analyze and present weekly and monthly report to monitor affiliate sales and trends in order to make adjustments in numbers for complex operation purposes.

Education

Piedmont Hills High School - San Jose, CA
2012

Skills

- Outlook
- Administrative Assistant
- Office Management
- Forklift
- Customer service
- Time management
- Front desk
- Administrative experience
- Host/Hostess
- Assistant Manager Experience
- Microsoft Word

Certifications and Licenses

Driver's License