Kyla Reynoso

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Objective I am seeking a position in an office environment, where there is a need for a variety

of office management tasks including – computer knowledge, organizational abilities

business intelligence and database program use.

Experience November 2011 to September 2012 Telelanguage, Inc. Portland, OR

**Call center Assistant Manager/ Office assistant Manager**

* I was promoted to call center assistant Manager with a raise after 3 months. As well as office assistant Manager. My responsibilities included; scheduling, booking and monitoring the on-site appointments for same day up until 2 weeks out, monitoring a staff of 25, filing for the office Manager, call center Manager and Accountant, processing interpreter order form, signing, enveloping and mailing interpreter paychecks three times a month (Two on-site and one telephonic pay period), settling pay discrepancies, and ordering supplies for the entire office.

September 2007- October 2008 Trade Secret Salon Portland, OR

July 2009- October 2011

**Salon manager**

* As the manager I was responsible for running the entire store. My responsibilities included; auditing, preparing daily goal sheets for stylists and beauty advisors, managing inventory, ordering and receiving shipments, putting shipments away, filing, mentoring, and most importantly providing excellent customer service and lading by example.

December 2009- February 2010 University of Portland Commons Portland, OR

**Cater/ Weekend Supervisor**

* I served breakfast and lunch to upwards of 500 plus students and faculty daily. As the Supervisor, I was in charge of assigning stations to staff members and monitoring them. Daily I worked with the kitchen staff to create healthy meals for the day’s menu.

September 2009-January 2010 Hotel Vintage Plaza Portland, OR

**House-Keeper/ Houseman/ Amenities**

* I was a floater between three positions; House-Keeper, Houseman and Amenities. I cleaned 15-20 rooms daily, set up amenities for guests and presented the guests with the evening Champagne tasting.

July 2006- September 2007 Papa Murphy’s Portland, OR

**Supervisor**

* I was promoted to supervisor with a raise after 6 months. My responsibilities included; opening and closing the store, putting away shipments, doing daily book keeping and money count of the safe, operating the cash register, answering the phones, take prep orders and train new employees.

Education September 2004- June 2008 Portland, OR

**Trillium Charter School**

* Received High School Diploma

*References available upon request*