

Javier Alvarez

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EXPERIENCE

Williamson Automotive Group, Miami, FL — Dealer Receptionist

MARCH 2022 - CURRENT

- Answer and direct phone calls, taking messages
- Respond to emails
- Log customers that enter the dealership
- Maintain Sales Rep. rotation/organization
- Keep track of appointments
- Various tasks within Microsoft programs (Word, Excel, etc.)
- Keep area tidy and organized
- Some clerical duties

PF CHANGS, THE FALLS, Miami, FL — Host

SEPTEMBER 2021 - JANUARY 2022

- Maintain order during peak restaurant hours.
- Distribute menus and table utensils to seated customers.
- Oversee the flow of patrons from the waiting area to the dining room.
- Maintains responsibility for assigning and leading each party to a designated table.
- Uphold high sanitation and safety standards.

2M Mower and Tools, Kendall, FL — Warehouse

Lead JUNE 2020 - DECEMBER 2020

- Counted registers at opening and closing, consistent cash handling.
- Assisted customers and completed transactions.
- Completed inventory tasks.
- Cleaned common areas.
- Took calls and messages.

EDUCATION

Miami Dade College, Miami, FL — Art or Art Education

FALL 2019 - CURRENT

University of Miami, Miami, FL — Web Development

SEPTEMBER 2022-CURRENT

SKILLS

Exceptional online communication

Experienced with cash handling

Easily adaptable in a work environment

IT Knowledge

Knowledge in Microsoft(Word, Excel, etc.) and Google Suites (Docs, Sheets, etc.)

LANGUAGES

English, Spanish.