

Maresha Reed

Dallas, TX

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Work Experience

Assistant Manager

Assured Self Storage - Duncanville, TX

January 2018 to Present

I help Property Manager with the upkeep/cleaning of the property, I make collection calls and collect payments for rented storage units/parking spaces, lease contracts and data entry.

Front Desk Agent

HOLIDAY INN EXPRESS & SUITES - Irving, TX

May 2017 to January 2018

Checking guest in and out of hotel, data entry, light bookkeeping, light cleaning, cashiering

Call Center Representative

ETAN Industries/Brighthouse - Dallas, TX

December 2016 to May 2017

Taking outbound calls for collecting payments and reconnect services

Front Desk Clerk

Holiday Inn Express

September 2016 to December 2016

Front Desk Agent

Hawthorne Hotel - Irving, TX

June 2016 to August 2016

Front Desk Agent, checking customers in and out of rooms, data entry, light bookkeeping, printing reports for management, handling guest complaints

Relief Manager

Public Storage - Dallas-Fort Worth, TX

April 2014 to May 2016

Responsibilities

Rent out storage units, take payments for rent, data entry, contracts, customer service

Skills Used

Over 11 years of experience in customer service, and cash handling, rentals

Cashier/Customer Service

Walmart - Red Oak, TX

October 2013 to April 2014

Responsibilities

Help customers, handling credit card transaction, and cash payments, handling returns/stocking

Accomplishments

Helping keep the company up to standards by doing my part as a team member and employee.
Keeping a positive attitude and great customer service.

Skills Used

The ability to provide great customer service and staying on top of my job as a cashier/stocker

Front Desk Clerk

Wingate Hotel - Irving, TX

January 2013 to July 2013

Responsible for checking guest in and out of hotel. Computes bills, collects payment and makes changes for guest. Runs various reports on the computer for management.

Dietary Assistant

Mayhill hospital - Denton, TX

December 2010 to September 2012

Observe patients food intake and report progress and dietary problems to dietician. Monitor food preferences, menu compliance and dietary restrictions.

Cashier/Customer Service

Walmart - Lewisville, TX

June 2010 to February 2011

Handling financial transactions. Handle customers purchases and collecting payments. Handling returns, check cashing, and money orders.

Dietary Aide

Atrium medical center - Cornith, Tx

October 2009 to June 2010

Assist with meal preparation, and dining room assistance.

Front Desk Clerk

Fairfield Inn - Amarillo, TX

October 2007 to May 2008

Processing guest reservations, registrations, payments, and departures.

Front Desk Clerk

Days Inn - Amarillo, TX

April 2006 to October 2007

Maintain an inventory of vacancies, reservations and room assignments. Compile and check daily record sheets, guest discounts, receipts and vouchers using computerized or manual systems.

Front Desk Clerk

Amarillo Value Inn - Amarillo, TX

July 2005 to April 2006

Answers various questions for guest. Arranges transportation for guest.

Education

Medical Asst. in front office/ back office

Vatterott - Dallas, TX

2008 to 2009

GED

North Heights Center - Amarillo, TX

2000 to 2000

Skills

Reception, Front Desk, Guest Service, Front Office, Customer Service, Management, Sales

Additional Information

I have over 11 years experience in: cashier/cash handling, credit card transactions, customer service, and data entry. I'm a very hard worker and a fast learner.