

Madeline Flores

Website: maddieannette.github.io

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361.728.5041

Madeline.a.flores@gmail.com

Technical Skills

- HTML
 - CSS
 - JavaScript
 - Microsoft Office: Excel, Word, Powerpoint
 - Google Document Suite
 - Social Media Management
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Experience

Harris County Auditor's Office/ Front Desk-Receptionist

JULY 2017 - MARCH 2018, Houston, Texas

- Answered high volume phone calls, booked meeting, greeted clients
- Maintain daily log books, sign in/out logs, including auditing logs
- Handling of highly sensitive paperwork including checks and payroll information
- Utilize filing and retrieval systems, and maintain stock of office supplies by placing orders
- Assist executive assistant with additional office duties as directed
- Scheduled, maintained, and updated appointment calendars for multiple conference rooms

Museum of Fine Arts Houston / Gift Shop-Sales Associate

OCTOBER 2016 - JULY 2017, Houston, Texas

- Full range of customer services
- Responsible for opening and closing shop as needed
- Cash out customers and responsible for cash handling
- Responsible for retrieving and returning money bags to and from security
- Maintain cleanliness in store throughout the day

Thai Cottage / Server

AUGUST 2014 - JULY 2016, Corpus Christi, Texas

- Greeted customers upon entry
 - Responsible for preparing the restaurant before opening
 - Worked in a collaborative team environment
 - Fast paced/high stress environment
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Education

Texas A & M University Corpus Christi / Bachelors of Science in Clinical Laboratory Science

APRIL 2018- AUGUST 2020, Corpus Christi, Texas