

# Raneke Rowe

Vero Beach, FL

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#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Manager/Night Auditor**

At Home Inn - Fort Pierce, FL

April 2019 to Present

Responsible for assisting guests with their overnight requests and balance accounts from the day shift. Check in guests arriving at night, handle guest requests and take reservations. I also reconciles all accounts, processes invoices.

### **Accounts Payable Specialist**

Palm Garden Of Vero Beach - Vero Beach, FL

December 2019 to May 2020

Uses Great Plains to process invoices for payments. Also handle a few collections. Make sure bills of the business are paid on time. Proficient in Microsoft Software.

### **Concierge/Receptionist**

PALM GARDEN OF VERO BEACH - Vero Beach, FL

January 2019 to September 2019

Used multiple line phone. Greet guest. Filed paperwork, maintain a clean lobby and work space. Took payments.

### **Production Supervisor**

Brooklyn Water Bagel Company - Vero Beach, FL

January 2018 to June 2018

Oversaw the production of various bagels.

## Education

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### **High school diploma in Hospitality**

Miramar High School - Miramar, FL

January 2003 to May 2005

## Skills

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- Accounts Payable

- Microsoft Dynamics GP
- Microsoft Office
- Night Audit

## Assessments

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### **Customer Focus & Orientation — Highly Proficient**

April 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/fe95d1a574c516d3ecf931e21d1b065feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/fe95d1a574c516d3ecf931e21d1b065feed53dc074545cb7)

### **Front Desk Agent (Hotel) — Highly Proficient**

May 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/1808ef83b520413f4e3da25d40ffb101eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/1808ef83b520413f4e3da25d40ffb101eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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Excellent Customer Service. I Am team builder and I'm always open to constructive criticism and growth