

Hello

Melanie Sanchez

6223 Kashmere St
Houston TX, 77026
346-717-6434
mela.sanch1@gmail.com

Skills

multi-task - Very good at doing multiple things at once, I work fast while making sure I am doing my job right.

friendly / respectful- I am always happy and have a big smile on my face that brings joy to everyone.

great customer service - always making sure our guest come first

great communication - I am able to guide my teammates or guest if they need help with anything

Great hospitality - able to welcome guests with a big smile and help them in any way possible.

Leadership, Great at staying organized, and great teamwork.

Experience

February 2021 - April 2022

Dunkin Donuts, 2002 Yale St - cashier, barista, food, order taking

- I would multitask in Dunkin' donuts making food, drinks & order taking.
- I worked more night shift 1-8 pm
- I helped customers while doing my job and would get a lot of customers to ask for me. I was very patient and friendly to customers. I would notice our regulars and make sure to show hospitality to new customers every day.
- Great teamwork everyday
- Barista Trainer

June 2022 - August 2022

City Of Houston Internship - 3600 Kelly St

- In this paid internship I worked with a lot of older people. It taught me to work fast, be done with my job in a matter of time and also to be respectful.
- I worked in an office and this internship helped me know what it's like to work in an office since I am currently studying business and management in college.
- Organized Documents, make files in the computer, work on Excel, and make important phone calls.

Pappasito's Cantina in the Hilton Americas Hotel - 1600 Lamar St - Hostess

- I am a hostess at Pappasito's Cantina and I make sure I welcome every guest with amazing hospitality and a big smile on my face since I am the first person guests see when they walk in . I make sure to walk and talk with every guest while walking them to their table and making sure they enjoy their meal every time.
- I answer our phone calls by showing hospitality in my voice and always being welcoming even on a phone call . I make sure I give our guests the right information .
- I love being a hostess and making sure everyone feels welcomed . Being able to meet and see new people keeps me going in Pappasito's and they have shown me to always show hospitality and be respectful.
- 10 months and counting
- Hostess trainer

Education

2021-2025

Houston Community College , 1300 Holman St - *completing Associates*

I am currently in my second year in college , studying Business & Management. After this year I will be having my Associates Degree and I hope to one day have a business of myself .
3.5 GPA

High school - Kipp Generations Collegiate

Graduated with a 3.0 gpa

Perfect attendance every year

Awards

- Honor Roll - In highschool i was always on time and never missed a day in my Junior year & Senior year .
- Soccer awards
- Pappasito's awards for always doing my job right and having great shift reviews .

language

Bilingual

Spanish and english