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|  | Jaqueline Martinez |  |

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| ContactHouston, TX(713) 885-6216mrtzjaq@gmail.com | Education San Jacinto College: Psychology > Cosmetology  Expected. December 2024   * Part time student * 3.6 – 3.8 GPA * Honors in health science and anatomy * Microsoft Certified * CPR & basic life support |
| Key SkillsMarketingCritical thinkingCommunicationTechnologyTeam orientedFlexibility | ExperienceAugust 2023 - present Waitress • Red Lobster  Responsibilities: Greeting & informing guests of daily specials, providing menu recommendations, gladly answering questions, and ensuring smooth communication between the dining area & the kitchen. This position also included cash handling, inputing financial data to ensure money exchange between the company & guest is evenly distributed. |
| February 2022 – July 2023 Leasing Consultant • The Liberty Group  Responsibilities: Guide landlords & tenants through the process of lease signing, managed leases, mediate agreements, & ensure an efficient & reliable leasing process, while also managing my time by performing property tours, following up with prospects to ensure our properties are rented on time, & marketing our property as well. |
| January 2021 – February 2022 Receptionist • European Wax Center  Responsibilities: Greeting & communicating with guests while providing them with an exceptional experience during their appointments, educating our guests on products & services we provide, while also managing my time by ensuring all the guests get to their appointment on time & efficiently. |
| References Available upon request. |
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