

Alyssa Benavides

Grand Prairie, Texas

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HIGHLIGHTS

- **5+ years of Customer Service Experience**
- **Strong Clerical Skills**
- **People Person**
- **Great Work Ethic**
- **Quick Learner**
- **Proficient in Microsoft Office, Open Table and with Clover system**

EDUCATION

Seguin High School 2018-2021
High School Diploma

Hairmosa Beauty Academy Jan 2025-Current
Cosmetology

WORK EXPERIENCE

Oishii Sushi & Pan-Asian
Nov 2022 to Current
Server/Hostess

- juggling multiple tasks at once, such as taking orders, delivering food and pre-bussing
- working as a team in a fast-paced environment and completing side work and other tasks as needed
- ensured positive dining experiences throughout the shift

Workforce Solutions of Greater Dallas
Administrative Assistant

Dec 2021 to Nov 2022

- maintained accurate personnel records for new and existing employees.
- provided time sensitive documents to managers for daily review.
- answered multiple calls throughout the day
- greeted and directed appointments and office visitors
- updated excel spreadsheets on a daily bases or as needed

Countertop Crew
Administrative Assistant

April 2021 to Dec 2021

- assisted owner with day to day operations
- phoned customer and vendors to schedule appointments
- managed estimate and install schedules
- purchased materials needed for existing and future jobs

Waterproof Lounge
Dec 2021

May 2020 to

Host

- welcoming guests, managing reservations, and ensuring an enjoyable and smooth dining experience
- manage single or multiple full-service corporate hospitality events
- complete priorities independently with limited oversight
- understand company standards regarding safety, sanitation, and alcohol awareness
- ensured accurate seating assignments to minimize wait times