

## **Brenda De Leon**

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### **Objective**

Motivated and dependable individual with strong organizational and time management skills, seeking opportunities to contribute to a fast-paced team environment. Proven ability to stay focused, manage tasks efficiently, and deliver excellent customer service.

### **Skills**

- Time management and multitasking under pressure
- Organized and detail-oriented
- Excellent customer service and communication skills
- Fast learner and adaptable
- Dependable and punctual
- Team collaboration and conflict resolution

### **Work Experience**

#### **Host**

#### **Le Peep Restaurant Galleria – Houston Texas**

**April 2024 – June 2024**

- Greeted and seated guests with professionalism and warmth during busy hours
- Managed waitlists and reservations using organizational tools
- Kept front-of-house area clean and well-arranged
- Balanced multiple responsibilities with poise and excellent timing

#### **Curbside Partner**

#### **HEB Grocery Store at Katy Park – Katy Texas**

### **June 2024 – Present**

- stage online grocery orders in a fast-paced environment
- Managed time efficiently to meet strict order deadlines and ensure customer satisfaction
- Load groceries in customers' vehicles
- Collaborate with team members to improve workflow and reduce errors

### **Education**

Paetow High School – Katy, Texas

Graduated- 2024

Currently Enrolled – Houston Community College

Diagnostic Medical Sonography – Expected Graduation Year: 2026

### **References**

Rafael Galeana – Le Peep- (713)-518-2077