

Amaris Bays

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A Summary

Motivated, hardworking, detail oriented, adaptable team player with a desire for continued education in and out of the workplace.

Education

Practice in Restaurant & Catering Management

- Art Institute of Dallas, 2016

Associate in Business Administration

- Vista College, 2015

Experience

Lead Receptionist/Administrative Assistant | *Global Exchange Vacation Club* | Sept 2018 - Present

- Directs front end, data entry, and integrity, able to make judgement calls
- Practice customer service in greeting and checking in
- Distribution, inventory, and contracts cross trained
- Knowledge of sales procedures and interview training

Housekeeper/Room Manager | *Marriott International* | Mar 2017 – Sept 2018

- Maintaining occupied rooms and preparing vacant ones
- MSDS Regulation trained
- Room management, guest continuity in standards
- Special request fulfillment

Sales Associate I *Shoe Dept. I Nov 2015 – Mar 2016*

- Merchandise inventory, stocking, and display
- Loss prevention and sales promotions
- Register/Money handling
- Store maintenance

Overnight Stocker I *Wal-Mart Inc. I Nov 2013 - Dec 2014*

- Unload, organize, and stock shipments
- Inventory overstock, move to warehouse
- Maintain overall appearance and safety of store
- Interpersonal skills within staff and customers

Third Key/Manager in Training I *Claire's I July 2013- Nov 2013*

- Product inventory, assembly and display
- Register/Money handling
- Loss prevention and administrative duties
- Piercing safety and procedures for customer information

Skills & Abilities

- Microsoft Office proficient (4 years)
- Customer Service (6 years)
- Scheduling/Clerical (2 years)
- Sales (1 year)
- Administrative/Management (1 year)