

Macy Salazar

14316 Rosemore Lane * Laurel, MD 20707 * Cell: 786-704-6827 * E-Mail:Macy985@gmail.com

Objective

A position using customer service and communication skills

Education

Mavericks High school	06/2011
Hollywood Institute of Beauty	05/2017
DCF Training	10/2017

Work Experience

Planned companies 02/2019 - Present

Front Desk Concierge

- Attention to detail.
- Excellent communication skill.
- Manager the building
- Check in and out package
- Excellent attitude in welcoming guests.
- Ability to accurately execute instructions with minimal or no supervision

Five Guys Burgers and Fries 01/2013-12/2019

Shift Leader

- Monitors and observes the day-to-day activities of subordinates, coordinates breaks for hourly associates, and keeps management informed of area activities and any significant problems
- Completes opening, daily and closing procedures/checklists in accordance with company policies/procedures
- Coordinates with management for on-the-job training of new associates
- Operates cash register and voids transactions as needed while following all HMSHost cash handling policies and procedures, and maintains proper security of cash at all times
- Greeting our guest as they walk into the building

First Service Residential 10/2014-02/2018

Front Desk Concierge

- Demonstrates excellent customer service, communication and time management skills.
- Greet and direct Residents, guests and invitees.
- Monitors and controls Electronic Security Control Systems.
- Responds to emergency situations in a timely and efficient manner

Securitas Security, Miami, FL

04/ 2016 -10/2016

Security officer

- Protect and secure the bank in which I worked for.
- Patrol through the bank every few minutes as well as the front, back and parking lot to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- monitored and authorized entrance and departure of employees and other persons to guard against theft
- Stop suspicious people and ask for identification and respond to alarms and calls of distress.

Burger King,
Assistant Manager

04/2014-03/2016

- Training employees and coaching them for promotions as appropriate
- Estimating ingredients and supplies required to prepare food
- Controlling inventories of food, equipment and flatware
- Purchasing supplies and equipment
- Providing good customer service towards everyone that walk in

Arleen Home daycare
Substitute Teacher

06/2014-01/2018

- Informs parents of issues relating to their child (i.e. illness, crying, and conflict).
- Reports any accidents or injuries immediately, and documents using incident report forms
- Creates a safe, friendly environment in the child care area with quality supervision, focused attention, and caring service for the members and their children.
- Ensures registration and check in/checkout procedures are followed

SKILLS

- Computer proficient with Microsoft Word, Excel and PowerPoint,
- Self-starter with strong desire to learn,
- Quick learner,
- Excellent communicator,
- Great multitasked,
- Team leadership skills.
- Reliable, Great Work ethic skills,

References

Barbara Riley
Diana Bythwood
Arleen Lambert

(786)862-8447

(305)992-4424

(305)651-9617