

Alexa Mendoza

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Work Experience

Administrative Assistant

Micromex INC - Tucson, AZ

May 2022 to Present

Responsibilities include running weekly payroll, creating invoices, creating sales orders, categorizing bank statements, organizing truck transportation for pick ups and outbound, check deposits and anything else the office might need.

Receptionist/Administrative Assistant

H&H Services (Taxes and Immigration) - Nogales, AZ

January 2013 to April 2022

Supervisor that welcomed visitors by greeting and assisting in person or through the phone - Maintained office

directories, followed procedures, kept office supplies to date, and monitored logbook. Held important documents - Responsibly

handled money in large amounts - Kept record of finances - Organized files and maintained the office clean. Directed employees, monitored and regulated employee activities. Used Quickbooks to create and maintain payroll of different businesses.

Server/Hostess/Cashier/Busser

IHOP - Tucson, AZ

January 2017 to February 2022

Serve and direct food with excellent customer service. Maintain a clean environment. Handle cash exchanges.

Server

Churrasco De Brasil

October 2020 to September 2021

Serves alcoholic drinks and food at a fine dining Brazilian steak house. Ensured that tables were clean and tidy, presents menu with a polite and friendly attitude.

Physical Therapy Technician

AGILITY Spine and Sports Physical Therapy - Tucson, AZ

December 2017 to January 2020

Help with physical rehabilitation of patients with injuries. Assist with exercises and record accomplishments. Perform ultrasounds on patients and prepare specific modalities for each patient. Provide a warm and friendly experience for each patient. Keep track of confidential client information.

Receptionist Technician

CSL Plasma - Nogales, AZ

January 2017 to June 2017

Greeted, registered customers. Answered phones. Checked blood pressure, hematocrit levels, protein levels, answered questions, reviewed donation procedures with each patient.

Education

Associates in General Studies

Cochise College - Nogales, AZ

December 2016

High school or equivalent

Rio Rico High School

August 2011 to May 2014

None in Emergency Medical Technician

Cochise College - Nogales, AZ

Skills

- bilingual
- microsoft excel
- data entry
- Vital Signs
- Restaurant Experience
- Busser
- Host/Hostess
- Patient Care

Certifications and Licenses

Basic Life Support

Additional Information

Skills

- Microsoft Word, Excel, And PowerPoint and Quickbooks literate
- Cash flow management
- Creative problem solver

- Trusted key holder
- Cooperates well with others in a team setting
- Exceptional communication skills
- Strong client relations