

VALERIA RANGEL

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Sep 28, 2000



OBJECTIVE

Always looking to learn new skills, take an extra responsibilities, and grow professionally.

SKILLS

Teamwork
Problem-Solving
Multitasking
Calendar management
Negotiation Strategies
Strong communication
Labor loyalty
Honest and hard worker

LANGUAGES

Spanish | Native
English | Advanced

EXPERIENCE

Host Apr 2019 – Jul 2020

Paradiso 37 at Disney Springs – Lake Buena Vista, 32830

- Monitored seating area and checked restrooms regularly to keep spotless.
- Worked with front of house staff to move tables and adjust seating to accommodate groups with special requests.
- Assist managers with quickly resolving service- and customers-related issues.
- Took reservations by phone and walk-in, keeping scheduling demands and kitchen output in time to avoid overbooking.
- Answered customers questions about hours, places and menu information.

Process Assistant Jul 2020 – Mar 2022

Amazon – Orlando Fl, 32824

- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth.
- Teach trainings to associates and change management processes to improve operations.
- Supervised manufacturing process of different products.
- Responsible for carrying out an array duties such receiving and processing incoming stock and materials, picking and filling orders from stock,

Sales representative Apr 2021 – Present

Meraki Solutions – Orlando Fl, 32821

- Response customers complains regarding service and product quality to solve issues and provide an excellent solar system.
- Worked independently with minimal supervision.
- Built relationships with customers and community to promote long term business growth.
- Prepared and deliver customer sales quotes.
- Selected correct products based on customer needs, product specifications and applicable regulations.

Front desk and Executive Assistant 2022 – Present

New Face MD – Orlando Fl, 32837

- Schedule appointments, answered calls, responded to emails, and spoke with patients face-to-face.
- Processed a range of documentation and entered information into databases.
- Proactively participated in meetings and helped create new practices.
- Managed and tracked Doctor's travel, meeting and conference inside the company.

EDUCATION

Graphic Designer 2018 – 2019

Universidad Jose Maria Vargas – Caracas, Venezuela