

Alexis Saldana

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Professional Summary

- Alexis M Saldana

Mobile -

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Self Summary

•Enthusiastic, peoples person and customer-focused professional with experience in the hospitality and service industries. Proven ability to multitask, work independently, and deliver exceptional customer service.

WORK HISTORY.

Tory Burch

seasonal associate. At Tory I Delivered personalized styling recommendations to customers, enhancing their shopping experience and driving sales.

- Managed inventory, restocked merchandise, and maintained the sales floor to meet visual presentation standards.
- Handled customer inquiries.

Front Desk Receptionist.

At qua salon I've Managed a multi-line phone system, scheduled appointments, and greeted clients with a friendly and welcoming demeanor.other task were

- * Processed payments, handled cash and credit card transactions ,&maintained accurate records.
- * Maintained a clean and organized reception area, ensuring a professional and inviting atmosphere.

Olive Garden

To go spec & Host

At Olive Garden I have Provided amazing customer service in a fast-paced restaurant environment. Managed seating arrangements, greeted guests, and provided accurate wait times.

SKILLS.

1.excellent communication skills

- phone etiquette
- costumer service
- multi tasking
- problem solving
- time management
- team work
- scheduling

Education:

GED , etc.

{Contact info }

Mobile (346-420-6128)

- Email. lexiemarie28@icloud.com

Willing to relocate: Anywhere

Work Experience

Tory burch

Tory Burch-Houston tx
Present

Host/to go spex

Olive garden-Houston, TX
November 2023 to September 2025

Front Desk Receptionist

Qua salon-Houston, TX

Skills

- Organizational skills
- Sales
- Appointment scheduling
- Client interaction via phone calls
- Customer service
- POS systems
- Clean workspace maintenance
- Greeting customers
- Retail sales
- Phone answering

Languages

- English