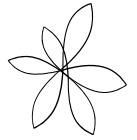

ANAHI ARMENDARIZ

MONAHANS TX

432-940-4107 | armendarizanahi.13@gmail.com | WWW: <https://www.buildwithanahi.net/>



PROFESSIONAL SUMMARY

Proactive and goal-oriented professional with excellent time management and problem-solving skills. Known for reliability and adaptability, with swift capacity to learn and apply new skills. Committed to leveraging these qualities to drive team success and contribute to organizational growth.

SKILLS

- - Proficient in Microsoft 365 (Word, Excel, PowerPoint)
- - Organization & Time Management
- - Cross Functional Collaboration
- - Inventory management
- - Data Entry and Analysis
- - Phone Etiquette

WORK HISTORY

HAWTHORN SUITES

Front Desk Associate - Guest Service Associate | Monahans, TX | 2024 - Current

- - Managed multi-line phone system, handling inquiries and routing calls efficiently.
- - Contributed to process improvements that enhanced efficiency and customer satisfaction.
- - Assisted in administrative tasks such as data entry, filing, and photocopying.
- - Cross-trained in all roles providing support as needed.

PILOT FLYING J

Deli Team Lead | Pyote, TX | 2022 - 2024

- - Managed inventory levels, placing orders and minimizing waste to maximize profitability.
- - Participated in managerial training programs to enhance leadership skills.
- - Contributed to achieving store goals and objectives.
- - Supervised and trained deli staff, providing guidance and support to enhance performance.

HAMPTON INN

Front Desk/Housekeeping | 2021 - 2022

- - Maintained inventory of cleaning supplies.
- - Followed all safety and security procedures.
- - Handled cash and credit card transactions.

EDUCATION

ASSOCIATE OF APPLIED SCIENCE Business Administration

Odessa College

Odessa, TX

ADMINISTRATIVE ASSISTANT Business Administration

Odessa College

Odessa, TX | January 2025

DIPLOMA

Monahans High School