

Jessica Stile

North Myrtle Beach, SC 29582

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Willing to relocate to: Myrtle Beach, SC

Authorized to work in the US for any employer

Work Experience

Cap 1 Associate

Walmart - Osprey, FL

May 2018 to Present

Inventory counts, move and stock freight. Help in Deli when needed.

Front Desk Supervisor

Courtyard by Marriott Greensburg - Greensburg, PA

November 2015 to Present

Responsibilities

Scheduling front office staff. Daily deposits, invoicing, customer service, check guests in and out. credit card discrepancies, cover banquet events as needed. Interview potential new hires, train new employees.

Skills Used

Excel, kronos, fosse

Receptionist / Administrative Assistant

Tristar motors - Blairsville, PA

June 2016 to July 2017

Operate switchboard, dealer trade paper work and scheduling of drivers. Filing, customer service, accept payments after hours for our service and parts departments. Track keys/stock numbers/ dealer plates and keep detailed records of all. Take and deliver messages. Monthly reports of demo cars and key inventory.

housekeeping

Emeritus - Latrobe, PA

2014 to 2015

Responsibilities

Prepare rooms for move ins. Clean rooms and common areas on daily basis. Provide safety, respect and cleanliness to our residents.

Accomplishments

I have improved cleanliness overall in the home. Willing to help with tasks as needed in any department. I was employee of the month in January

Skills Used

Attention to detail as well Resident safety.

Administrative Assistant

Copper Beech Townhomes - indiana

June 2010 to May 2014

Responsibilities

Over see daily business operations including account posting, bank deposit, reports and manage delinquent accounts. Establish and manage vendor relationships and inspections of 55+ townhomes and apartments during turn season upon move out and move in's. Employee scheduling, submit time sheets to corporate office. Attend court hearings for evictions. Provide customer service and apartment showings.

Skills Used

Microsoft Excel, Microsoft Office, fax, multi-line phone, strong typing skills and excellent customer service skills.

Education

Some college

Additional Information

I have an extensive Hospitality and office background. I have worked in several hotels from housekeeping to front desk and business office. I believe in Customer service and a strong work ethic.