

# Kimberly Cisneros- Portillo

## **22 years old**

Herndon, VA 20170

[kimberlycisneros1213@gmail.com](mailto:kimberlycisneros1213@gmail.com)

+1 571 480 2779

Authorized to work in the US for any employer

## Work Experience

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### **Front Desk Associate**

RAM Fabrication-Sterling, VA

June 2022 to Present

In this job I would do reports, quotes, invoices on customer's orders. I also answer the phone, communicate with customers when their metal orders are ready. Communicate with the customers and making sure there is always a clear understanding from their end and our end.

### **Hostess**

The Cheesecake Factory-Sterling, VA

January 2022 to June 2022

Show tables

Answer phones

Organizing

### **Bank Teller**

Fulton Bank-Herndon, VA

June 2021 to December 2021

In this job, I was just a temporary bank teller, handling money, helping clients with their accounts.

### **Cashier**

Five Below-Sterling, VA

September 2020 to May 2021

- Assisted customers as needed
- Operated cash register[s]
- Stocked merchandise
- Helped customers find what they are looking for

### **Cashier**

CEC Entertainment, Inc-Herndon, VA

September 2019 to January 2020

I was able to learn new things, help customers with their orders, and also i got to help them save money with what they would order

## Education

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### **None**

Herndon High School-Herndon, VA

August 2016 to June 2021

## Skills

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- Filing
- English
- Organizational Skills
- Cash register
- Host/Hostess
- Front desk
- Phone etiquette
- Typing
- Front Desk
- Organizational skills
- Banking
- Data entry
- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Office experience
- Computer skills
- Sales
- Computer literacy
- Cash handling
- Microsoft Office
- Spanish
- Communication skills
- Clerical experience
- Customer service
- Microsoft Powerpoint
- Cashiering (2 years)
- Communications
- Microsoft Outlook

## Languages

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- Spanish - Fluent
- Bilingual
- English - Fluent

## Certifications and Licenses

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### **Driver's License**