Melina Gonzalez

(512) 993-6517
melinagg5@gmail.com

EDUCATION

Sonrisas Training Center — Austin, TX
Dental Assistant Program — Expected to Graduate December 2021

John B. Connolly High School — Austin, TX
High School Diploma — Class of 2021

WORK EXPERIENCE

JC Penney — Austin, TX
Cashier — February 2021 – Present

- Working the cash register, processing payments and refunds
- Delivering excellent customer service, greeting all guests and answering questions
- Sales experience; Meeting company goal of credit card accounts opened each day

Casa Garcia Restaurant — Pflugerville, TX
Hostess/Server — June 2020 – December 2020

- Attending customers as soon as they walk into the restaurant
- Responsible for taking online orders and answering the phone
- Server; Taking customer orders and bringing out their food in a timely manner

Capital Architecture Signs — Austin, TX
Warehouse Associate — March 2019 – December 2019

- Sign fabricator specializing in architectural signs, environmental graphics and specialty sign fabrication and installation

RELEVANT SKILLS

Bilingual in English and Spanish | Creativity | Customer Service | Collaboration | Multitasking
Environmental Cleanup | Reducing customer acquisition costs | Increasing customer lifetime value