**Yesenia Nunez**

(C) 409-497-1765 | yesennunez@yahoo.com | 127 Oak Valley Circle Smyrna, TN 37167

Skills

•Driving business growth

•Customer outreach

•Leadership development

•Financial records and processing

•Quick learner

•File/records maintenance

•Bilingual in Spanish

•Time management skills

Education

-GED

-Nashville State Community College: January 2022 to Current.

Experience

-General Manager, Domino’s Pizza, December 2018-Current

Nashville, TN

I currently run a $35,000 weekly store. I take inventory for the store, handle the money at the end of the night, take care of customer complaints, make everyone’s schedule and train the new employees.

 -Receptionist, Law Office of Melissa Anderson, January 2018-December 2018

Nashville, TN

•Provided administrative support to team members, including making copies, sending faxes, organizing documents, and rearranging schedules.

•Gathered, sorted, distributed, and sent mail and packages.

•Received incoming packages and mail, dispersed parcels and shipped outgoing items for the firm.

•Answer phones, call to confirm appointments, and make appointments.

-Retail Assistant Manager, Legends Gift Shop, August 2015-January 2018

Nashville, TN

•Increased store sales by cross-selling complementary items.

•Implemented merchandising and promotional changes to enhance sales.

•Worked one-on-one with employees to motivate while delivering constructive criticism in busy, retail environment.

•Determined complete order accuracy by examining merchandise to verify price and quantity.