

ANA SANCHEZ

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Clearfield, Utah

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PROFILE

I am a determined, organized, and responsible person with a high level of commitment, strong teamwork skills, and initiative to solve problems efficiently. I have a dynamic, consistent, and optimistic character.

WORK EXPERIENCE

Waitress / Cashier

El Indio Restaurant – Atlanta, GA

2022

Provided customer service, took orders, processed payments, and supported daily operations in a fast-paced environment, ensuring efficient table service and smooth coordination with the kitchen.

Administrative Assistant

Agricultural Farm Las Delicias

2019–2022

Responsible for the documentary control of worker hiring: requesting, reviewing, and approving required documentation to ensure compliance with current labor laws. Also in charge of attendance control for workers.

Cashier

Casino Sun Monticello – El Mercado Restaurant

2014

Experience in collection tasks, cash handling, basic accounting support, and customer service in a casino and restaurant environment.

Retail Merchandiser

Mattel Chile

2013–2018

Responsible for product and POP material display. Managed approximately 12 stores and 10 seasonal workers. Prepared weekly reports, inventories, and stock control, and developed marketing campaigns according to company requirements.

Saleswoman

Artesanías del Reino Company

2011–2012

Full-time salesperson in store and field for a family handicraft business, responsible for direct customer sales.

EDUCATION

Associate Degree in Business Administration with a concentration in Human Resources

Instituto Profesional de Chile

2015–2017

Technical Diploma (Higher Technical Level)

LANGUAGES

Spanish – Native

English – Basic

SKILLS

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Technical

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

ERP Software

Professional

Attention to detail

Punctuality and responsibility

Database management

Document proofreading

Conflict resolution

INTERESTS

Traveling

Camping

Photography

Listening to music

Learning new things