

Arleth Presas

Leander , Tx 78641
(512) 547-9420
arlethpresasrda@gmail.com

EXPERIENCE

Dairy Queen , Liberty Hill Tx — Manager

July 2018 - Current

- Operated cash registers and accurate processed payments and refunds
- Train and guide employees in all stations
- Delegate responsibilities and supervise business operations
- Hire and interview some of our current employees

Mcdonalds , Leander Tx — Shiftlead

March 2018 - June 2018

- Kept a clean environment
- Cover absence from co-workers
- Money handling

EDUCATION

Dental Genius Assisting School , Liberty Hill Tx

- Obtaining RDA

Liberty Hill High School , Liberty Hill Tx

- High school diploma

EXTRA CURRICULAR ACTIVITIES

- JP3 Teen court (2 years)
- Police cadet explorer (1 year)
- Spanish Youth fellowship leader (4 years)
- Guitar instructor (3 years)

REFERENCES

Available upon request

SKILLS

- Bilingual
- Multitasker
- Communication skills
- Customer service
- Team player
- Answering phone calls
- Money handling
- Critical thinking

AWARDS

- Texas Food Manager Certification
- Stop the bleed Course
- Take 10 Compression Only CPR training

LANGUAGES

English

Spanish (fluent)