

LEXIE JAQUES

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Professional Summary

Motivated professional with over six years of management skills. Very skilled at training and creating a positive work atmosphere. Dependable, innovative and creative.

Skills

- Leadership
- Guest Service
- Revenue Management
- Marketing
- Project Management
- Scheduling
- Organization
- Interviewing

Experience

Front Desk Agent 09/2018 to Current

Hyatt Place – Orlando , Florida

- Made and confirmed reservations for guests staying at the property and for off-site services such as dinners and entertainment.
- Balanced property accounts and completed regular audits of room charges and finances.
- Consulted with customers to understand their desires and suggest the best products to meet their needs.

Assistant Manager 01/2014 to 08/2018

Colorvision International Inc – Orlando, FL

- Coached, trained, recognized, and managed a staff of over 100 colleagues.
- Partnered with Location and Area Manager to establish and communicate key performance metrics and expectations regarding sales, visual merchandising, loss prevention, and safety.
- Created daily and monthly sales goal for our team to accomplish.
- Supported the Location Manager to increase monthly sales by \$50,000.
- Recruited, hired, and trained 150+ associates.
- Managed 4 different locations simultaneously.
- Maintained daily, monthly and yearly inventory.

Education

Hospitality

