

Alyssa Smith  
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**Objective**

My career goal is to enjoy what I do and live my best life

## **Educational Experience**

Oakville High School

Graduated- June 8, 2018

## **Work Experience**

Olympic Area Agency on Aging;

May 1, 2018- June 14, 2022

### **Caregiver**

- Cook/Clean for tenant
- Assist tenant with hygiene activities
- Drive tenant to doctors appointments
- Manage schedule for tenant
- Available for assistance 24 hours a day

Best Western Plus Butte Plaza Inn;

June 22, 2022- February 28, 2023

### **Receptionist**

- Cash handling
- Customer service
- Maintain Customer satisfaction through stay
- Assist customers in finding local activities during stay
- Report damages or policy violations to supervisor
- Assist supervisor with creating reception schedule
- Create appointments and reservations