

Cristal Frutos

Truckee, California 96161

5303868451

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Demonstrates strong analytical, communication, and teamwork skills, with proven ability to quickly adapt to new environments. Eager to contribute to team success and further develop professional skills. Brings positive attitude and commitment to continuous learning and growth.

Skills

- Professional appearance
- Property management systems
- Multitasking
- Front desk operations
- Reservation management
- Guest relations
- Detail-oriented
- Fluent in Spanish and English

Professional Experience

Hotel Front Desk Receptionist

Best Western Plus Hotel

June 2024 - August 2024

- Checked lobby, bathrooms, and common areas near front desk for cleanliness multiple times per shift.
- Welcomed each new arrival pleasantly and confirmed reservations and identification.
- Resolved service-related problems and documented actions in system.
- Confirmed relevant guest information and payment methods to prevent fraud.
- Completed late check-ins and directed guests to rooms and facilities.

Education

University of Nevada, Reno at Reynard, NV

No Degree in Public Health Expected in May 2028

Truckee High School

High School Diploma June 2023

Languages

Spanish



English

