

Haley Hollis

hohollis098@gmail.com | 7073312326 | Placentia, California

www.linkedin.com/in/haley-hollis

PROFESSIONAL SUMMARY

My name is Haley Hollis and I am always striving for streamlined solutions. My positive, communicative, and energetic personality has me eager to make the jobs of those around me easier. I am an outgoing individual who is not afraid to ask the tough questions to better a procedure in the future.

WORK EXPERIENCE

Restaurant Depot Corporate Office

October 2022 – Present

Assistant Buyer

Anaheim, CA

- Manage over 100 purchase orders weekly
- Assist with price adjustments
- Monitoring emails to 15+ vendors
- Maintaining positive relationships with vendors
- Maintaining email organization
- Ensuring timely deliveries
- Creating PO's based on buyers direction
- Assisting stores in retrieving required documents to receive items
- TN3270 Plus

Hampton Inn & Suites

August 2020 – June 2021

Front Desk Receptionist

Windsor, CA

- Greeted and checked in guests
- Answered phones and transferred calls
- Handle reservations
- Address guest complaints
- Faxed information for guests
- Organized front desk
- Positive intrapersonal relationships with guests
- OnQ system

Park Point Healdsburg

February 2019 – July 2020

Front Desk Staff

Healdsburg, CA

- Greeted and checked in members
- Reserved spots for gym services
- Maintained cleanliness of gym services
- Answered phones
- Transferred calls
- Monitored pool chemical levels
- Positive relationships with members

EDUCATION

California State University, Fullerton

May 2022

Bachelor of Arts, Theater

Fullerton

Santa Rosa Junior College

May 2020

Associates Degree, Theater

Santa Rosa