

Marisa Alaba

Experience Secretary - Houston, United States

W: <http://www.worky.com/marisa-alaba>

Hello,

My name is Marisa Rae Alaba. I am currently a student at Prairie View University, I am Majoring in Psychology and minoring in Juvenile Justice. I am a very dedicated and hard working person. I understand nothing in life comes free or easy so I wake up everyday aware of the challenges in life and am ready to tackle and bumps in the road to success. I have a very fun and positive attitude. I am also very mature and organized. I have been in the work force since I was 14 years old. My very first job ever was for Cypress Fairbanks ISD as a Junior Secretary every summer for 4 years. I truly enjoyed the work and always gave 110% everyday. The coordinator was so impressed by my work ethics she called me back several times up until the job was discontinued in 2006. I have decided that I would like to revisit a receptionist or secretary position again because I enjoyed it before and it came very easy and natural to me.

Marisa Alaba's Professional Experience

2009 - 2011 **Fragrance outlet - 3rd Key Manager**

Opening store, supervise 5+ people at a time, ordering supplies, ordering product, customer service, make schedules, oversee payroll, approve overtime, close store, keep up with daily sales goals, answer phones, answer and respond to emails, help with hiring, sit in on terminations, oversee visual merchandising, cleaning store, distribute assignments to associates...etc

Key Skills Cleaning, Customer Service, managing money, customer service, organization,

2003 - 2006 **Cypress Fairbanks ISD - Jr. Secretary**

Answering phones, transferring calls, taking messages, keeping logs of visitors, making copies, sending emails, responding to emails, organizing file cabinets, filing important documents, making spreadsheets, keeping track of attendance, keeping track of payroll, and doing many other odds and ends assigned to me by my superiors.

Key Skills Filing, Payroll, typing, answering phones, filing, making copies

Marisa Alaba's Education and Qualifications

2011 **currently studying - Psychology**

Prairie View University A&M

Currently studying Psychology and Juvenile Justice at PVAMU. Working on graduating in 2014/2015.

2007 **Diploma - High School Diploma**

Waller High School

Graduated From Waller High School June 2, 2007.

Marisa Alaba's Additional Information

Interests

My interests are family time, writing poetry, school, and church.
