

# Gabrielle Villanueva

San Antonio, Texas

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Willing to relocate anywhere.

## PERSONAL SUMMARY

Motivated and dependable professional with a strong background in customer service, cleanliness, and health care support. Proven ability to thrive in fast paced, high pressure environments while maintaining attention to detail, professionalism and compassion. Quick to learn, great with people, and fully committed to providing top quality care - ready to bring these strengths into a Dental Assisting role, with the long term goal of becoming a Dental hygienist.

## EXPERIENCE

### Ignite Medical Resorts - Housekeeping

June 2024-March 2025

- Maintain a clean, safe, and sanitary environment for patients, staff, and visitors. Followed strict infection control procedures and cleaning protocols.
- Handled biohazard waste disposal and used PPE according to facility standards. Ensured patient privacy and comfort while cleaning occupied rooms. Worked closely with nursing and facility teams to support patient care needs.
- Maintain a compassionate and respectful attitude in a health care setting

### Oriellys Auto parts - Merchandiser, Cashier & Driver

April 2022-October 2022

- Handled instore transactions, returns, and exchanges using pos system
- Maintain accurate cash handling
- Communicated effectively with team members, managers, and customers
- Operated company vehicles safely to deliver auto parts. Verified orders for accuracy before delivery and obtaining customer signatures. Loaded and unloaded merchandise with care, following safety protocols.

### La Quinta Hotel -Front desk clerk

July 2021-November2021

- Greeted and checked in guests with professionalism and warmth. Handled reservations & cancellations. Answered phone calls and responded to guests inquiries promptly and politely.

## SKILLS

- Great customer service skills 10+ years
- Cash handling & POS experience.
- Time management &Multitasking
- Active listening
- Housekeeping & Sanitation
- Reliability & Independence
- Basic & Administrative & Organization Skills
- Driving & Navigation
- Trustworthy & Dependable

## CERTIFICATION

- CPR Certified
- Dental Assistant Certified

## LANGUAGES

Fluent English

- Process payments, issue room keys, & provide hotel information. Coordinated with house keeping and maintenance for timely room readiness.
- Tracked room availability & updated occupancy reports
- Provided excellent customer service to ensure guests satisfaction

### **Hampton inn -Housekeeping**

October 2020-May 2021

- Deep cleaning, dusting, vacuuming, moping, sanitizing surfaces, and Restocking amenities
- Completing task in a timely matter and working independently
- Pays close attention to detail to ensure a clean and welcoming environment and reports maintenance issues or room damages promptly to supervisors
- Safe use of chemicals and equipment.

### **Circle k -Cashier**

January 2019-August 2019

- Opened and closed the store independently, following company procedures. Operated the cash register and processed transactions accurately and efficiently.
- Handled cash drops, safe counts, and balanced register drawers at shift start/end.
- Cleaned and maintained the store, including floors, restrooms, coffee area, and gas pumps.
- Prepared fresh food and beverages for customers. Monitored inventory and assisted with daily deliveries and stocking
- Ensured store security by locking doors, setting alarms, and following closing check list

### **EDUCATION**

San Antonio Leadership Academy -Diploma 2019

San Antonio Dental Assistant - Certificate 2025

