

Analisa Carrasco

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Professional Summary

Dedicated and customer-focused professional with over 6 years of experience in retail and front desk operations. Skilled in providing exceptional customer service, managing high-volume phone systems, and maintaining organized and efficient work environments. Proven ability to multitask, communicate effectively, and support team goals in fast-paced settings. Adept at scheduling, problem-solving, and maintaining a positive and welcoming atmosphere for clients and customers alike. Seeking to leverage strong interpersonal and organizational skills in a dynamic customer service or administrative role.

Work Experience

Target Team Member

Target | San Antonio, TX
March 2018 to Present

- Operate cash registers and handle various payment methods with accuracy and efficiency
- Provide excellent customer service by assisting shoppers and resolving inquiries to ensure a positive experience
- Maintain cleanliness and organization of assigned department throughout each shift
- Restock merchandise and ensure shelves are properly organized and presentable
- Assist with answering and directing incoming phone calls to appropriate departments

Receptionist

Laraj Beauty Bar | San Antonio, TX
August 2021 to August 2024

- Served as the primary receptionist, managing front desk operations and maintaining a welcoming environment
- Scheduled and confirmed client appointments using salon booking software
- Answered multiple phone lines, responded to client inquiries, and resolved issues in a professional manner
- Accurately updated and maintained client records and information

Education

N/A (N/A)

Judson High School | Converse, TX
August 2013 to May 2017

Upper secondary education

Skills

- | | | | | |
|--------------------------------|--------------------------|------------------------|--------------------------|---------------------------|
| Computer literacy | Office management | Time management | Computer operation | Typing |
| Windows | Multi-line phone systems | Call center experience | Beauty & cosmetics sales | Remote work |
| experience | Dental clinic experience | Data entry | Active learning | Attention to detail |
| Customer relationship building | Record keeping | Cashiering | Cash Handling | Administrative experience |
| Multitasking | Phone etiquette | Customer service | Organizational skills | OSHA |

Languages

English

Certifications and Licenses

Dental Assistant

April 2026