

**Amarisa Montoya**

**Santa Fe, New Mexico 87507**

I am a dedicated and detail-oriented individual looking for an opportunity at a well-reputed organization to gain experience, exposure and expand my knowledge.

### **Skills**

- Customer service
- Workplace safety
- Records management
- Communication
- Safety
- Organization
- Accounting
- Computer Skills
- Teamwork

### **Professional Experience**

#### **Teller | Enterprise Bank & Trust**

March 26, 2024 - Present day

301 Griffin St, Santa Fe, NM, 87501

Job duties:

- Open and close the branch and following security practices set by corporate security.
- handling various types of transactions like accepting checks for cash and deposits, verifying cash and endorsements, issuing receipts, accepting deposits including bulk coin/currency, savings and checking deposits, issuing cashier checks, and managing currency orders and shipments
- Keeping proper cash levels in drawers and ensuring cash security
- Balancing the cash drawer daily
- Responding to clients' needs and questions in a timely and friendly manner.
- Balancing ATM, vault, coin, and cash GL Accounts
- Perform account maintenance including debit card maintenance, check ordering, and safe deposit entry.
- Refer clients to a different financial representative when needed to meet their financial goals.
- Educating clients on banking technology such as atm/itm and online banking.
- Assisting team members on imaging and other office duties as needed.
- Following bank policies and practices to insure following legal compliance.
- Other miscellaneous duties as assigned.

### **Receptionist | Evolution Hair Design**

June 16, 2023 – January 24, 2024

6640 Cerrillos Rd Unit B, Santa Fe, NM 87507

#### **Job Duties:**

- Greeting guests as they enter, signing them in, and putting them on a waiting list as necessary.
- Leading guests to their barber/stylist.
- Sweeping and cleaning as needed throughout the salon to maintain code.
- Engaging with guests to ensure they're happy with their service.
- Responding to complaints and helping to resolve them.
- Answering phone calls and answering questions.
- Managing stylist schedule by including but not limited to over-the-phone, text, and emails
- Helping out with other closing duties as needed.
- Bookkeeping and payroll experience using spreadsheets.
- experience in using and balancing a cash draw and cash handling experience.
- Laundry and cleaning duties
- customer service experience

### **Hostess | The Ranch House**

February 5, 2022 – July 5, 2023

2571 Cristo's Road, Santa Fe NM 87507

#### **Job Duties:**

- Greeting guests as they enter, and putting them on a waiting list as necessary.
- Providing guests with menus and answering any initial questions.
- Seating guests at tables or in waiting areas.
- Assigning guests to tables they prefer, while keeping table rotation in mind so that servers receive the right number of customers.
- Engaging with guests to ensure they're happy with food and service.
- Responding to complaints and helping to resolve them.
- Answering phone calls and answering questions.
- A knowledge of the menu.
- Helping out with other positions in the restaurant as needed.
- Providing great customer service.

### **Mentor/Tutor lead | Tutor's for teacher**

December 15, 2020 – June 5, 2023

(505) 375-1310

Info@tutortoteachers.org

Job Duties:

- Remaining up to date with the school curriculum and subject-specific content.
- Being punctual to all appointments.
- Ensure that any changes that need to be made to meeting times are made within a reasonable time frame.
- Researching learning resources to use during lessons.
- Planned activities for students.
- Created lesson plans for students.
- Assisted students on one and also in the classroom.

### **Education**

Santa Fe High School | Santa Fe, NM

08/2019 - 08/2023

Obtained High School Diploma | General Studies

Santa Fe Community College | General Studies / Early Childhood Education

08/2023 - 12/2023 Plan to Continue

### **Volunteer Work**

Event Coordinating and Execution | Blaze Christian Fellowship, Santa Fe

VBS Teacher | Blaze Christian Fellowship, Santa Fe

Special Needs Prom | Santa Fe Public Schools, Santa Fe

Pack Food For Distribution | Santa Fe Food Depot, Santa Fe

References available upon request