

Angelina Natasha Solis

📍 Irvine, California ✉ angelina.n.solis@gmail.com ☎ 949-232-0619 🌐 in/angelina-solis 🌐 angelinasolis.com

SUMMARY

Detail-oriented Valet Cashier with 2 years of experience in high-volume hospitality services at Waldorf Astoria Monarch Beach. Optimized transaction efficiency and enhanced guest satisfaction by streamlining payment processes, reducing customer wait times, and handling over 100 transactions daily without errors. Seeking AP Accounting Clerk position to leverage strong analytical skills and customer service expertise in maintaining financial accuracy and enhancing operational efficiency.

EXPERIENCE

Wadorf Astoria Monarch Beach/Metropolis

Valet Cashier

Dana Point, CA
August 2023 - March 2025

- Processed an average of 100 customer transactions per day, maintaining accuracy and ensuring quick and efficient service.
- Deployed financial acumen and strong analytical skills to maintain unwavering accuracy in cash deposit reconciliation.
- Managed challenging customer interactions by actively listening to concerns, empathizing with frustrations, and providing timely solutions.
- Aligned team efforts to enhance guest service efficiency, ensuring prompt vehicle retrieval and maximizing overall customer satisfaction.
- Streamlined parking payment process by integrating advanced point-of-sale systems, increasing transaction efficiency and decreasing customer wait times.

Freelance

Virtual Assistant

Remote
January 2022 - July 2023

- Managed and organized emails, calendars, and schedules for a diverse client base spanning multiple time zones, resulting in improved efficiency and productivity for clients.
- Utilized strong problem-solving skills to analyze complex business needs and provide tailored solutions, resulting in a 30% increase in productivity for clients within the first month of engagement.
- Revamped existing processes for accessing and updating company-managed documents, reducing document retrieval time.

Mathnasium

Instructor

El Paso, TX
January 2023 - May 2023

- Assisted students individually to clarify concepts and provided additional support to struggling learners, resulting in improved test scores and academic performance.
- Maintained accurate records of student progress and communicated with parents to foster a supportive learning environment.
- Adapted teaching methods to accommodate diverse learning styles, increasing student engagement and participation.

Upwork

Data Entry Specialist

Remote
November 2021 - June 2022

- Utilized data management software to efficiently process high quantities of information with meticulous attention to accuracy and integrity.
- Safeguarded sensitive data by applying confidentiality practices, emphasizing precision and meticulous attention.
- Entered data at an average speed of 80 words per minute (WPM).
- Verified and corrected computer generated data against large volumes of scanned tax forms.

EDUCATION

Bachelor's of Science in Accounting

Southern New Hampshire University

Manchester, NH
2026

SKILLS

Hard Skills: Payroll, Payroll Reconciliation, QuickBooks, Technical Proficiency, Information Technology, Accounting, Bookkeeping

Soft Skills: Detail-oriented, Customer Service, Complaint Handling, Active Listening, Problem Solving, Time Management, Hospitality

PROJECTS

RFID Cat Feeder

March 2025 - Present

- Designed and assembled an automated cat feeder using Arduino and RFID technology, streamlining feeding processes and ensuring controlled portion delivery for optimal pet health.

CERTIFICATIONS

Quickbooks Online Payroll Certification

Intuit • 2025

- Proficient in managing complex financial data, tax liabilities, and precise payment processing essential for comprehensive accounting support.

Technical Support Fundamentals

Coursera • 2023