




# ARIA HUGHES

## FRONT DESK ASSOCIATE

### CONTACT

a.hughes@email.com 

(123) 456-7890 

Bloomington, MN 

[LinkedIn](#) 

### EDUCATION

High School Diploma

Edison High School

2012 - 2016

Minneapolis, MN

### SKILLS

Microsoft Office Suite

Pipedrive

ResNexus

Square POS

Duolingo

Trello

Hootsuite

QuickBooks

### WORK EXPERIENCE

#### Front Desk Associate

Marriott International

2022 - current / Bloomington, MN

- **Approved \$53,847 worth of transactions weekly via Square POS**, ensuring accurate billing and payment processing
- Streamlined communication flow, using Trello to ensure tasks were completed 6.2% faster
- Ensured efficient check-in and check-out procedures, leading to decreased guest waiting times by an average of 7.3 minutes
- Managed comprehensive hotel database via ResNexus, reducing room booking errors by 11.6%

#### Administrative Assistant

UnitedHealth Group

2019 - 2022 / Minnetonka, MN

- Reviewed and approved 103 budget allocation requests using QuickBooks, ensuring zero overruns in departmental budgets
- Implemented new data validation checks in Microsoft Excel, saving four hours of data review per week
- Organized vital client data using Pipedrive to assist in 326 personalized outreach programs, boosting brand engagement
- **Increased team task completion rate by 17%** by introducing Trello for project management

#### Retail Sales Associate

Best Buy

2016 - 2019 / Richfield, MN

- Utilized Hootsuite to maintain the brand's online image, leading to a surge in 4 stars and above ratings by 1,743 in 6 months
- Instituted Pipedrive to track customer purchase patterns, fostering better product placement and improving sales by 46 units per week
- Persuaded 49 customers per week on average to join the loyalty program, **contributing toward \$1,485 in savings from repeat purchases in a month**
- Introduced effective merchandising strategies, leading to a decrease in product markdowns by \$879 per month