

# Kemberli Melisa Gomez

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## Objective

- To obtain a position where I can fully utilize my knowledge, skills, and hands- on experience with an opportunity for personal growth.

## Education

### **FLORIDA REAL ESTATE | 2021 | GOLD COAST SCHOOL**

- Real Estate License

### **COSMETOLOGY | 2015 | BEAUTY SCHOOLS OF AMERICA**

- Cosmetology and Barber License

### **EARLY CHILDHOOD | 2012 | MIAMI DADE COLLEGE**

- Early Childhood Education

### **HIGH SCHOOL | 2009 | MIAMI SENIOR HIGH**

- High School Diploma

## Skills & Abilities

- Excellent ability to solve guest-related and personnel issues in a practical and creative way.
- Experienced with customer service.
- strong interpersonal and communication skills.
- ability to motivate and direct staff.
- great organizational skills.

## Experience

### **LEGAL ASSISTANT | LAW OFFICES OF ROBERT DIXON | APRIL 2021- CURRENT**

- Responsible for greeting clients, registering new clients (Intake), directing phone calls, and scheduling meetings for our attorneys. As well as, LORs, notices, investigations, demands, and settlement negotiations.

### **FRONT DESK | REAL ESTATE EMPIRE GROUP | MAY 2018- APRIL 2021**

- Responsible for greeting clients, registering new agents, and scheduling meetings for our brokers, marketer and recruiting team.

### **PBX/ GUEST RESPRESENTATIVE | EMBASSY SUITES BY HILTON | OCTOBER 2017-MAY 2018**

- Responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

### **GUEST RESPRESENTATIVE | HOMEWOOD SUITES BY HILTON | JUNE 2016 -MAY 2018**

- Responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.