

# Arnold Nwanazia

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## Work Experience

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### **Front Desk Receptionist**

Super8 by Wyndham - Mason, OH  
February 2022 to Present

Check guests in and out, make, cancel and edit reservations for guests through phone calls, run reports

### **Stocker**

giant liquor - Mason, OH  
September 2020 to March 2021

Helped with stocking and arranging different types of liquor on shelves and also finding customer preferences

## Education

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### **High school diploma**

Fairfield High School - Ohio  
July 2018 to May 2020

## Skills

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- Front Desk
- fast learner
- team player
- good time management
- Guest Services
- Data Entry
- detail oriented
- highly independent
- Cash Handling
- Night Audit
- Typing
- Microsoft Word
- English
- Computer Skills
- Microsoft Powerpoint

- Social media management
- Windows