



Lucas "Luke" Alamshenas

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Education

University of Houston
Retail and Consumer Science B.S.
3.6 GPA
Dean's List Spring 2024

The Awty International School
High School Diploma
International Baccalaureate
Diploma and American High School
Diploma recipient with Honors

Skills

- Microsoft Office 365
- Adobe Creative Cloud
- QuickBooks
- POS Systems
- OpenTable
- IT Troubleshooting
- Client Communication
- Conflict Resolution
- Scheduling
- Bookkeeping
- Cash Handling
- Inventory Management
- Team Collaboration
- Analytical Thinking
- Time Management
- Attention to Detail
- Fluent in English and Spanish

Curriculum Vitae

Summary

Adaptable and results-driven professional with diverse experience in retail management, customer service, and business operations. Proven ability to lead teams, streamline processes, and enhance business performance through strategic problem-solving and technical expertise. Proficient in Microsoft Office 365, Adobe Creative Cloud, and QuickBooks, with a strong background in administrative tasks, marketing, and client communication. Fluent in English and Spanish, with exceptional organizational and interpersonal skills. Dedicated to delivering excellence in every role while fostering collaboration and innovation.

Experience

General Manager | Musee LTD | Oct. 2023-Current

Managed all aspects of carpet sales, restoration, and invoicing using QuickBooks. Developed a business website and online storefront, including creating and editing a digital inventory with DSLR photography. Utilized tools like Adobe, Office 365, and DNS servers while overseeing social media and marketing to enhance the company's online presence.

Receptionist | TEF Strength Training Facility | Nov. 2024 - Current

Provided excellent customer service, managed front desk operations, and supported administrative tasks, including account updates, cash handling, and invoice organization, while ensuring a clean and safe environment.

Shift Leader | Ola Cafe-Midtown | Oct. 2022 - Oct. 2023

Created recipes for drinks, syrups and food, as well as built and troubleshooted POS system, and worked on marketing to get interest from the community. Also, oversaw and managed Team-Members, ensuring operations were up to food service standards and trained new hires.

Team Member | Sweetgreen | Aug. 2022 - Dec. 2022

Prepared food and salad dressings and ensured food is fresh and of good quality. Served customers face-to-face and fulfilled online orders. Also, made sure lobby, kitchen, and bathrooms are clean and followed Food Safety guidelines.

Host | Komodo Loco | March 2022 - June 2022

Direct seating, answered customer phone calls, took online orders, served drinks, bussed tables, and in charge of cleanliness of Front of House. Also, ensured guests enjoyed their dining experience.

Volunteer Coordinator | Houston Museum of Natural Science | June 2017 -Aug. 2021

Seasonal paid position scheduling summer camp tours, giving tours of exhibits, training other tour guides in exhibition halls, and overseeing volunteers.