

Michelle LeClaire
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Self-motivated and reliable worker with four years experience in packaging, sorting, loading, unloading and completing paperwork. Two years experience in cleaning. Seeking employment with a company where I can offer my organizing, self-starting, detail- and deadline-oriented skills.

Recognized by peers and management for going above and beyond normal job functions. Planned, directed, coordinated and assigned manpower to efficiently meet production requirements.

Experience

- **Child Care Provider**
April 2014-July 2014
Provided child care in my home.
- **Light Industrial Laborer**
Doherty Staffing, St. Cloud, MN November 2013-December 2013
Process returns and outgoing orders. Scan and disassemble in returns. Scan and assemble outgoing packages.
- **Housekeeper**
Healthcare Services Group, Inc./Sterling Park, Waite Park, MN Sept 2013-Nov 2013
Clean and sanitize resident rooms and common areas.
- **Housekeeper**
Holiday Inn, St. Cloud, MN March 2013-Sept 2013
Clean guest rooms, stock and restock supplies, disinfect surfaces, make beds, assist guests with additional needs.
- **Cashier**
Walmart, St. Cloud, MN October 2011-July 2012
Scan and bag merchandise, collect payment, operate POS system, engage in brief conversation with customers, assist customers with additional needs.

Education

Technical High School, St. Cloud, MN
Graduated with Diploma June 2001