

# Maria Martinez

Edgewater, CO

lilmia92@hotmail.com - 7203259671

## WORK EXPERIENCE

### **Crew Member/ Night Closer**

Little Ceasers - Edgewater, CO - June 2013 to Present

#### Responsibilities

My responsibilities are to understand and work all area's of the store including any and all machines. I also make sure to always keep a clean work area. I make sure every order is made properly to customers satisfaction. I also assist all new employees in their training for both crew member and night manager positions.

#### Accomplishments

I believe my accomplishment is being recognized for my hard work by getting a few offers for a manager position. I turned the positions down but did accept the manager training and am now a night closer/ emergency manager on duty.

### **Coordinator**

Serta Mattress - Aurora, CO - June 2012 to May 2013

#### Responsibilities

My responsibilities were to gather all the different materials from other stations and coordinate them correctly to make the mattress the customer wants. I send that off to be made by the mattress builders. I also coordinate all the mattress by truck so so shipping can load them with ease. I also kept a clean work area and assisted in other areas when needed.

#### Accomplishments

I worked hard and became a valuable member in the warehouse. I was trained in every area within my department as well as a few other departments in order to keep the warehouse running smoothly.

## EDUCATION

### **Required**

Prairie View High School - Henderson, CO