
ERIKA REYES MINORA

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Summary

Bilingual Housekeeper who learns new tasks and concepts quickly while managing time effectively to achieve optimal results. Conscientious and capable of taking initiative cleaning. Dedicated and energetic housekeeping professional who works well in fast-paced, high-pressure environments. Reliable and responsible with a positive attitude. Seeks a position with an established cleaning company. Flexible schedule with willingness to work overtime and holiday shifts.

Highlights

- Fluent in English and Spanish.
 - Restroom detailing
 - Interior and exterior cleaning
 - Hardworking
 - Self-directed
 - Physically strong
 - Hospitality background
 - Chemical cleaning
 - Customer-oriented
 - Listening skills
 - Cash handling accuracy
 - Customer- and service-oriented
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Experience

Cashier **10/2014 to Current**
Wal-Mart **Brighton , CO**

Computed sales prices, total purchases and processed payments. Described merchandise and explain operation of merchandise to customers. Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices. Recommended merchandise based on customer needs. Operated a cash register to process cash, check and credit card transactions. Explained information about the quality, value and style of products to influence customer buying decisions.

Housekeeper **08/2011 to 07/2012**
Motel 6 **Pueblo, CO**

Hand dusted and wiped clean office furniture, fixtures and window sills. Removed finger marks and smudges from vertical surfaces, including doors, frames and glass partitions. Cleaned the exterior surfaces of lighting fixtures, including glass and plastic enclosures. Dusted ceiling air conditioning diffusers and ventilation systems. Emptied and cleaned all waste receptacles. Cleaned and returned vacant rooms to occupant-ready status. Stocked toilet tissue and paper towels, as well as other restroom supplies. Supplied guests with extra towels and toiletries when requested. Replenished guest supplies and amenities. Cleaned and dusted cobwebs on light fixtures, baseboards and window sills. Stocked room attendant carts with supplies. Removed trash and dirty linens from room attendant carts. Swept and vacuumed floors, hallways and stairwells. Cleaned rooms to the satisfaction of all clients.

Education

GED **2011**
Boces Pueblo, Co