

Tina Keil

Wheat Ridge, CO

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WORK EXPERIENCE

parking lot attendant

republic parking - Denver, CO - September 2014 to Present

Responsibilities

At the beginning of my shift I do an opening ticket, check ticket levels, and log into computer to ensure all systems are working properly. I then sweep both parking lots and parking garage. Through out the day I will assist customers with problems such as where to insert their ticket, how to process payments, lost tickets, and questions about parking rates. Also I assist customers with the process of inserting tickets to keep traffic jams from occurring. Other responsibilities include fixing errors when system fails by resetting the rucus or refeeding tickets..main focus is getting customers in/out of parking lot in a timely manner. End of shift do a closing ticket and document any unprocessed tickets and do a shift event sheet, and collect processed tickets from both parking lots

Accomplishments

When assisting the customers I always keep a positive friendly attitude and a smile and make their parking experience as smooth as possible.

Skills Used

At this job I utilize great customer service and a great deal of patience . Also the ability to make judgement decisions when traffic jams occur and or resolving system errors in timely manner.

Housekeeping/Laundry

christopher house - Wheat Ridge, CO - September 2010 to Present

Responsibilities

Clean common areas by dusting, sweeping and mopping. Removing trash from offices. Disinfecting and cleaning of residents room's and their restrooms.

Accomplishments

Keeping our residents home clean and comfortable.

Skills Used

Using chemicals in a safe manner, following all safety procedures

Security Technician

CSC - Henderson, CO - October 2006 to September 2009

Responsibilities

Checked clients in/out, monitored clients by doing house counts and curfew calls. Distribution/audit of clients medication. Breathalyzer and UA testing

Accomplishments

Ensuring that clients were complying with rules and policies of the program.

Skills Used

Breathalyzer and pat down searches and computer to check clients in/out

Assembly Technician

Key Products - Aurora, CO - July 1990 to June 2006

Responsibilities

Assembled 3-ring notebooks for distribution to retail facilities, packaged finished products. Set-up and monitored efficiency of machine outputs

Accomplishments

Producing products in a safe and efficient manner. Trouble shooting and correcting errors to ensure quality of the product.

Skills Used

Pallet jack, tape guns, ability to read a ruler, follow directions of job tickets and adjusting machines to produce products.

EDUCATION

certificate in dental assistant

pima medical institute - Denver, CO

2011 to 2012

Highschool diploma in general

northglenn highschool - Northglenn, CO

1986 to 1989