

Alexsandra Silveira

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I have 4 years of experience in production and factory settings. With this I learned how to operate machines, power and hand tools, and where I have received forklift licenses. I worked in housekeeping and laundry at Columbine Health and Rehab offering 3 months in industrial cleaning services, as well as a dedication to completing tasks on time and surpassing expectations. While working in the restaurant industry for 3 years I became an organized, independent worker with strong time management skills. I am also detail-oriented and able to learn new tasks quickly and effectively. I am a friendly and courteous server with three years' work in a bar and restaurant setting.

WORK EXPERIENCE

NDT Technician/Production

Vestas Blades - Brighton, CO - July 2014 to Present

Using Omniscan and AMS-7173 to scan for quality control of product. Small maintenance of equipment. Evaluation of UT scans for quality control.

Using power and hand tools. Housekeeping and upkeep. Machine operation. Forklift driving.

Production Worker

Tharp Cabinet Company - July 2013 to March 2014

Forklift operator. Machine operator.

Housekeeper

Columbine Health Systems - 2013 to 2013

2013 (less than a year)

Hand dusted and wiped clean resident's furniture, fixtures and window sills. Swept and damp-mopped resident's rooms and restrooms. 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. Kept utility sink rooms in clean, neat and orderly condition. Set up and cleaned banquet and conference rooms. Supplied residents with extra towels and toiletries when requested. Informed supervisor when supplies were low. Replenished resident 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. Cleaned rooms to the satisfaction of all clients.

Manager

- April 2009 to June 2012

Assisted guests with making menu choices in an informative and helpful fashion. Maintained knowledge of current menu items, garnishes, ingredients and preparation methods. Delivered exceptional service by greeting and serving customers in a timely, friendly manner. Appropriately suggested additional items

to customers to increase restaurant sales. Promptly served all food courses and alcoholic beverages to guests. Answered questions about menu selections and made recommendations when requested. Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests. Regularly checked on guests to ensure satisfaction with each food course and beverages. Managed closing

duties, including restocking items and reconciliation of the cash drawer. Skillfully anticipated and addressed guests' service needs. Consistently adhered to quality expectations and standards. Delivered exceptional, friendly and fast service. Routinely cleaned table linens, table settings, glassware, windowsills, carpets, counters, floors, storage areas and service refrigerators. Effectively used items in stock to decrease waste and profit loss. Demonstrated awareness of liability issues and the law by confirming legal drinking age and discontinuing service to intoxicated guest. Inquired about guest satisfaction, anticipated additional needs and happily fulfilled requests. Correctly calculated charges, issued bills and collected payments. Checked in deliveries and signed off on products received. Continually kept carpets and floor clear of debris. Maintained a professional tone of voice and words at all times, including during peak rush hours. Facilitated prompt and accurate seating and service of all guests. Greeted guests and communicated about wait time.

EDUCATION

High school or equivalent

Greeley Alternative School - Greeley, CO

March 2014 to June 2014

SKILLS

Forklift Operator (3 years), Data Analysis (1 year), Machine Operator (3 years)

CERTIFICATIONS/LICENSES

Ut level 1

August 2015 to August 2020

Forklift Certified