

# Christina Hoover

Longmont, CO

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7206217576

Authorized to work in the US for any employer

## Work Experience

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### **Housekeeping Supervisor**

Best Western Plus - Longmont, CO

August 2018 to Present

Manage housekeeping staff as well as laundry team and inspection team. Organize and file all paperwork. Constant communication with all staff on every team. Multitask as we are a very busy 210 room full service hotel.

### **Executive Assistant**

Fairfield Inn and suites by Marriott - Longmont, CO

January 2018 to July 2018

I am a supervisor in housekeeping I can prepare a check out room in less than 30 minutes I can supervise, inspect rooms and lead a team in a timely and safe manner I have excellent work customer service and ethical skills in a fast past environment with integrity

### **Lead Housekeeper**

Altavita - Longmont, CO

January 2017 to November 2017

Cleaned apartments and building I took inventory and let manager know what was needed. Trained supervised and inspected apartments for housekeeping. Washed dried folded and put away personal laundry for residents. Communicate with all management about care needs and changes with elderly residents

### **Housekeeper**

Merry Maids

March 2013 to March 2016

Cleaned residential homes and some office buildings. Was a team lead and trained new hires. Communications with all office staff and co workers took payments and filled out all required paperwork.

### **Atc**

January 2012 to March 2013

Machine operator. Trimmed and inspected finished product. Packaged labeled and patized for shipping process

### **Technician Assistant**

Boulder County Housing and Human Services - Longmont, CO

June 2011 to June 2012

Input client information into our internal programs. I used excel .word and outlook systems .I also greeted clients resurced their informacion to trouble shoot issues. I calmed down uspet clients with empathy and sympathy to their needs .I got them resources for assistance in boulder county.I was part of a team of 28 technicians. I communicated with staf and cliets .

### **Assembler**

Celestial Seasonings

January 2009 to March 2011

## Education

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### **High school or equivalent**

Centaurus High School

## Skills

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Housekeeping, Machine operator, Computer software internal systems, Coustmor service

## Additional Information

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I'm a very hard worker I have outstanding work ethics. I work well independently as well as on a team. I have excellent communication skills. I am well organized. I'm a very fast learner to any new task I am given .I know how to trouble shoot and multitask.