

# CRYSTAL ZARATE

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## EXPERIENCE

JANUARY 2018 – OCTOBER 2018

### **FREIGHT HANDLER, THE HOME DEPOT**

As a freight handler it was our responsibility to unload and receive incoming trucks with up to 2,300 freight items. While on the showroom floor I would greet and educate customers on products they request. I would also check that shelves are stocked or that products would be faced and blocked on shelves/displays to meet company policies.

AUGUST 2014 – MARCH 2016

### **HOUSEKEEPER, WINGATE BY WYNDHAM (PUEBLO)**

As a housekeeper I was cleaning up to 14 rooms daily. Cleaning and restocking the rooms was a very detail oriented job as we had to frequently ensure that; the A/C and heating units were dust free, bedding would be changed daily, floors would be cleaned, windows would be clear, and all toiletries were cleaned and restocked. At the end of the day I would also have to help clean our break room and restock my cart.

AUGUST 2014 – MARCH 2016

### **FRONT DESK RECEPTIONIST, HAMPTON INN & SUITES (PUEBLO NORTH)**

While working the front desk I would welcome guests and clients in an upbeat and friendly manner and prepared travel plans; including itinerary, transportation, and overnight accommodations for different companies and client guests. Manage and control office supply inventory to ensure timely ordering. The front desk would also require that I addressed concerns from guests and resolve any complaints or account-related issues.

## **SKILLS**

- Adaptive team player
- Customer service
- Time and inventory management
- Prioritization

## **REFERENCES**

Rayann Anema  
217-1927

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