

# Danielle Medina

## Account/Maintenance Manager

Fort Collins, CO 80526  
daniellemedina83\_kk9@indeedemail.com - 970-685-9253

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Quality Assurance Analyst**

Noosa Yoghurt - Bellvue, CO - 2015-07 - 2016-11

Quality Assurance of production. Product knowledge. Safety assurance analyst. 12 hour work days involving lifting and machine knowledge. Cleanliness of entire warehouse and supervisor role

#### **Server**

Mimis Cafe - Loveland, CO - 2012-10 - 2013-07

Server in fast paced restaurant that served busy breakfast lunch and dinners. Bar experience as well as running food and drinks. Familiar with POS and Aloha computer systems. Excellent customer service skills and food ingredient knowledge required.

#### **Account/Maintenance Manager**

Oster Landscape & Irrigation Inc - Fort Collins, CO - 2013 - 2013

Duties: HOA Walks, Community property management, attention to detail, weed pulling, spraying, edging, planting, plant arranging, curb detail, raking, digging, etc.

The Buckle (Warehouse)

Recent

Loveland, Co. 80538

Shipping/ Freight Coordinator/Merchandiser

Duties: Shipping and receiving, inventory control, stocking, freight coordinator

#### **Server**

The Rio Grande Mexican Restaurant - Steamboat Springs, CO - 2010-01 - 2011-02

Server in fast paced restaurant which focused on Mexican and Southwestern cuisine. Experience holding heavy trays of food, running food and drinks with large table sections.

### EDUCATION

#### **Business Marketing/Management**

Front Range Community College Current - Fort Collins, CO  
2013

#### **Associate of Arts in Associate of General Studies**

Colorado Mountain College - Steamboat Springs, CO  
2007

## SKILLS

SHIPPING, SHIPPING AND RECEIVING, CASH, CUSTOMER SERVICE, LANDSCAPING, RECEPTIONIST, RETAIL SALES, Sushi Server, BARISTA, BARTENDING, SERVER

## CERTIFICATIONS/LICENSES

### **Landscape Maintenance Supervisor**

Present

Supervisor of mid-sized crew on maintenance crew. Installation, weeding, pruning, Clean-Up, mulching, and planting. HOA, commercial, and residential walk arounds with clients and bidding proposal experience. Valid drivers license and trailer truck experience.

### **Retail Floor Supervisor**

Shipping and receiving. Ordering merchandise as well as organizing and stocking the floor. Cash handling as well as cashiering, customer service, and heavy lifting. Supervisor of a small group of employees.

## ADDITIONAL INFORMATION

Skills:

- \* Restaurant experience 6 years
- \* Food and drink sales experience
- \* Shipping and Receiving Knowledge
- \* Fork-Lift Certified
- \* Lawn, Landscaping, Gardening experience
- \* Cash-Handling, Checking out, Register Experience, Safe Handling
- \* Product Knowledge, High sales experience, Customer Service
- \* Assisted up to 10,000 Customers a day