

Dyleydy Valdivie

Saint Paul, MN 55119

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7634432446

- Strong typing skills
- PC proficiency in Microsoft Office.
- A team player with effective communication skills (written and oral)
- Demonstrated analytical skills and problem-solving abilities
- Cashier and money handling skills
- Phone etiquette skills
- Ability to adapt quickly to any work environment/change
- Bilingual- Spanish

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

PCA Personal Care Assistant

Abbey Care - Saint Paul, MN

June 2012 to Present

St. Paul, MN June 2012- Present- On Call

- * Performs home management tasks including dusting, vacuuming, mopping, laundry, shopping and errands.
- * Reports unsafe conditions, changes in the patient's physical or mental behavior to the supervisor.
- * Submits patient activity sheets on a weekly basis.
- * Assists self-directing consumers with meal preparation.
- * Completes required annual in-services.
- * Data Entry
- * Administrative tasks

Front desk Agent- Breakfast Attendant-Housekeeping Inspector.

Hampton Inn & Suites Downtown Saint Paul - Saint Paul, MN

October 2016 to January 2019

Front desk. On Q.- close nights out, post charges , attend to guest overnight.

Oversee housekeepers.

Inspect rooms.

Houseman- Strip rooms, Public Area

Prep breakfast

Maintain brand standards

Gas Station Attendant

BP - Saint Paul, MN

November 2015 to October 2016

Key holder. Open-close. Count inventory. Maintain pump cleanliness. Attend to customers. Order cigarettes and other store products.

Line Server

Old Country Buffet - Saint Paul, MN
August 2014 to November 2015

- * Kept the buffet island stocked and replenished at all times during each shift.
- * Prepared hot foods and bakery items using prescribed recipes in order to provide consistency, while ensuring proper safety and sanitation procedures.
- * Delivered excellent customer service, taking drink orders, and answering questions about menu items and services.
- * Interacted and connected with customers, making each visitor feel welcome, and maintaining and stocking server areas.

Education

Bachelor's in Human Services.

Saint Paul College-A Community and Technical College - Saint Paul, MN
August 2016 to June 2021

High school or equivalent

Multicultural Indigenous Academy Saint Paul - Saint Paul, MN
2012

Skills

Microsoft Office (7 years), Housekeeping (3 years), Data Entry (3 years), Customer Service (8 years), Cash Handling (4 years), Front Desk, Guest Service

Additional Information

Can provide professional references when requested.