

# Elizabeth Garcia

## **Ready to head back to work**

Westminster, CO 80021

[Lizgarcia3203@gmail.com](mailto:Lizgarcia3203@gmail.com)

3032576430

I am looking to get back out in the work force. I am willing to do what it takes to get the job done and willing to learn new things.

Authorized to work in the US for any employer

## Work Experience

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### **Lead Housekeeper**

Laquinta By Wyndham - Louisville, CO

November 2017 to August 2019

Perform a variety of important duties provide customer service, including directing customers to products, answering questions about goods, or assisting in purchase decisions. perform stocking, organizing, and cleaning duties at the request of the management team.

Cleaning designated, changing linens, damp dusting horizontal surfaces, vents, trash removal, cleaning/scouring sinks, mopping, vacuuming carpets, and washing windows, door frames and other vertical surfaces. Ordering, stock, inventory of all products.

### **Housekeeping Supervisor**

IHG Hotels - Broomfield, CO

July 2016 to November 2017

Cleaning designated, changing linens, damp dusting horizontal surfaces, vents, trash removal, cleaning/scouring sinks, mopping, vacuuming carpets, and washing windows, door frames and other vertical surfaces.

### **Customer Service Representative**

The Home Depot - Louisville, CO

2004 to 2006

#### Responsibilities

Perform a variety of important duties provide customer service, including directing customers to products, answering questions about goods, or assisting in purchase decisions. perform stocking, organizing, and cleaning duties at the request of the management team.

### **Department Manager**

Lowes Home Improvement

1999 to 2004

#### Responsibilities

Responsible for overseeing the daily activities of hourly associates on the Sales Floor, Front End, Freight, Delivery or Stocking departments. Responsible for training, mentoring, and coaching employees. Also manages associate performance and ensures adequate department coverage through influencing scheduling. Conducts activities appropriate for specific department including, but not

limited to, ensuring merchandise is stocked, tracking and reporting relevant metrics, and monitoring project activity. Maintains a safe and secure work environment by conducting daily safety reviews, noting hazards, keeping store areas clean and organized, securing doors and gates, and monitoring for potential theft or security risks. Also responsible for providing superior customer service by assisting customers in locating, selecting, demonstrating, and loading merchandise.

## **Team Member**

AMC Entertainment

1994 to 2002

### Responsibilities

Make certain guest service is friendly, helpful and fast

Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager Proven supervisory experience with effective managerial and training skills

Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members

Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion

Standing, walking, lifting, twisting and bending on a frequent basis

## Education

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### **Bachelor's not finished in Criminal Justice**

Kaplan University-Davenport Campus - Online

2007 to 2009

## Skills

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- Management (10+ years)
- Inventory (10+ years)
- Stocking (10+ years)
- Administration (10+ years)
- Housekeeping (5 years)

## Certifications/Licenses

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### **driver's license**

## Additional Information

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Reference's

Jennie Harms (720) 822-2473

Amy Janes (720)6970905

Keely Wilson (307) 575-0239