

# Edna Flores

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## **Employment Objective**

Self-motivated, reliable worker looking for an employment opportunity that best fits experience and interests.

## **Skills**

Punctual • Pays attention to details • Responsible • Flexible • Bilingual- basic abilities in English and fluent in Spanish • 5 years of housekeeping experience in a variety of settings (warehouses, offices, hotels, and clinics) • Quick and efficient worker • 6 months of packing experience with various products

## **Experience**

**Housekeeper- *Quality Inn, Arden Hills, Minnesota*** April 2015-November 2016

- Worked quickly and efficiently to clean up to 25 hotel rooms, bathrooms, and public areas each day
- General knowledge of hotel cleaning procedures- laundry, vacuuming, mopping, bleaching, dusting, and bathroom cleaning
- Oversaw training of one beginning housekeeper

**Housekeeper- *Red Roof Inn, Roseville, Minnesota*** February-April 2015

- Worked quickly and efficiently to clean up to 25 hotel rooms, bathrooms, and public areas each day
- General knowledge of hotel cleaning procedures- laundry, vacuuming, mopping, bleaching, dusting, and bathroom cleaning

**Warehouse Worker- *Best Buy, Shakopee, Minnesota*** October 2014-January 2015

- Packaged boxes of products being prepared to be sent nationwide quickly and efficiently
- Worked in an extremely fast-pace environment in order to keep up and exceed expectations of management

**Warehouse Worker- *D & J Plastics (Northland Temporary, White Bear Lake, Minnesota)*** 2013-2014

- Constructed and plastic products in preparation for shipment
- Various knowledge of the construction of many plastic products such as boat oars, horse equipment, and cups

## **Education and Training**

Some High School, *Chihuahua, Mexico*