Hannah Troxler

Fort Collins, CO
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Work Experience

Personal Care Provider
Bloom at home - Fort Collins, CO
Present

Working with elderly
Doing light cleaning
Cooking
Transferring client

Snack Bar Attendant
Denver Country Club - Denver, CO
May 2020 to August 2020

• Served food to members at counter or buffet hot and cold menu items. Cleaned and restocked all supplies
• Runner the food to the members
• Took orders for food, prepared small snack food, and made milkshakes
• Cleaned all dispensers, soft serve machine, counters, shelves, floors, walls, all restrooms, kitchen utensils and dishes, outside service area

Receptionist
MSU Denver Campus Recreation - Denver, CO
2020 to January 2020

Responsible for keeping the recreation center clean
● Getting student and community memberships setup
● Checking in people to come workout
● Help people with what classes we offer and personal training
● Using this software (DSE, Millennium, Substitue, Microsoft Programs) to run the recreation center

Floor Associate
Express Store at Cherry Creek Mall - Denver, CO
November 2019 to January 2020

Responsible for handling product transactions
● Helping consumers with finding merchandise
● Worked with a team to maintain the floor
● Processed online orders

Server/Cater
Serendipity Catering Company - Lakewood, CO
December 2018 to December 2019

Responsible for managing equipment set-up before and after events take place
● Attending to clients needs
● Assigning co-workers with decorating events

Daycare Attendant
U Lucky Dog - Denver, CO
December 2018 to July 2019

Checking in and out dogs
● Working with customer service
● Groomed all size dogs
● Cleaned facility
● Closing the store down
● Administer medication and measurer medication to the dogs

Daycare Attendant
U Lucky Dog
March 2018 to December 2018

Cleaned facility
● Gave bathes
● Care for the dogs
● Took dogs on walks
● Assisted other daycare attendant with groups of dogs

Education

some college in Exercise Science
Metropolitan State University of Denver - Denver, CO
August 2019 to Present

Skills

• Microsoft Excel

• Front Desk

• Microsoft Word

• Pet Grooming

• Pet Care

• Catering

• Commercial Cleaning

• Animal Care

• Dog Handling

• Kennel Experience

• Dog Training

• Babysitting

• Caregiving

- Data Entry

Awards

CPAC Photography 2019
October 2019

Certifications and Licenses

driver's license

Assessments

Filing & Organization — Familiar
March 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.
Full results: [Familiar](#)

Verbal Communication — Completed
June 2020

Measures a candidate's ability to effectively convey information when speaking.
Full results: [Completed](#)

Work Style: Reliability — Completed
July 2020

Tendency to be dependable and come to work
Full results: [Completed](#)

Retail Customer Service — Completed
July 2020

Comprehending and responding to retail customer needs.
Full results: [Completed](#)

Work Style: Conscientiousness — Completed
July 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.
Full results: [Completed](#)

Customer Service — Completed
July 2020

Identifying and resolving common customer issues
Full results: [Completed](#)

Scheduling — Completed
March 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.
Full results: [Completed](#)

Customer focus & orientation — Proficient

February 2021

Responding to customer situations with sensitivity
Full results: [Proficient](#)

Work motivation — Highly Proficient

May 2021

Level of motivation and discipline applied toward work
Full results: [Highly Proficient](#)

Night auditor (hotel) — Proficient

May 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data
Full results: [Proficient](#)

Typing — Highly Proficient

April 2021

Transcribing text using a standard keyboard
Full results: [Highly Proficient](#)

Attention to detail — Familiar

February 2021

Identifying differences in materials, following instructions, and detecting details among distracting information
Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.