

# Isadora Lima

## Concierge - St. Anthonys Medical Health Center

Lafayette, CO

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I am highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity. Also detail-oriented, able to strategize and prioritize effectively, stay calm under pressure. able to adapt to changing priorities and maintain a positive attitude and strong work ethic.

### WORK EXPERIENCE

#### Concierge

St. Anthonys Medical Health Center - Westminster, CO - 2015 to Present

This job I currently have is teaching me multiple things. First and foremost it is teaching me to be patient and have sympathy for others because of the fact it is a hospital. Also it teaches me to prioritize my tasks and stay organized.

##### Responsibilities

- comprehensive knowledge of building, staff, and procedures
- patient relations
- maintaining a positive attitude for patient and staff
- assist with the registration process for smooth transition for patients

#### Merchandise Flow Lead

Victoria's Secret - Broomfield, CO - 2014 to 2015

I have been with this company for about 9 months. i Was originally hired as a sales associate but due to A.I.M (Associates Interested in Management) i was trained for every position. i am currently working as sales support. My responsibilities are Floor merchandise organization, Stockroom organizing, take charge when supervisor is absent, assisted merchandise flow supervisor with whatever was needed.

##### Accomplishments

- Angel of the month. AKA employee of the month
- A.I.M (Associates Interested in Management) training
- Ability to transfer to other stores in need of assistance

#### Shoe Specialist, Charlotte Russe

Brand Delivery Team, Victoria's Secret - Broomfield, CO - 2014 to 2015

Broomfield, Colorado - 2014-2015

Brand Delivery team is the part of the company in charge of marketing and visual aides in the stores. brand guide is one of the main roles of this team which means you are there to place new product and new marketing around the store for comfortable and convenient shopping experience for our customers.

Shoe Specialist, Charlotte Russe

#### Sales Associate

Tricked Out Accesories - Broomfield, CO - 2014 to 2014

Broomfield, Colorado - 2014-2014

I had this job briefly. I was a seasonal hire I learned time management due to the fact that I had this job as well as the job above at the same time. My main responsibilities were cleaning, opening, cashier, managing shoe wall as well as fitting rooms.

Sales Associate, Tricked Out Accesories  
Broomfield, Colorado - 2013-2014

I have learned a great deal at this job. It taught me how to make customer connections and loyalty. The biggest part of this job was customer service. In which I had to go above above and beyond for my customers.

Responsibilities

- Opening the store
- Opening, closing, counting the cash register
- Clean up, organize back room
- Assist customers.
- Close down store, finish orders, restock
- Run deposit to bank after close

### **Sales Associate**

Struttin Pup - Lafayette, CO - 2013 to 2014

Responsibilities

- Restock floor floor and back room
- Wash and groom dogs.
- Clean and vacuum
- Close register

### **Struttin Pup. Managing two jobs and my senior year**

Good Times Burgers and Frozen Custard - Boulder, CO - 2013 to 2014

Boulder, Colorado - 2013-2014

This job was my first. While working at good times I also worked at Struttin Pup. Managing two jobs and my senior year in year in high school was a huge learning opportunity for me. The biggest lesson I learned was time management.

Responsibilities

- Order taker
- preparing food
- Restock food
- Cashier

## EDUCATION

### **Diploma in General**

Centaurus High School  
2013

### **certificate in automotive and collision repair**

Arapahoe Ridge High School  
2013

## ADDITIONAL INFORMATION

### SKILLS

Combine a passion for fashion and travel with an accomplished sales savvy. A highly organized and friendly professional, able to establish long-term, positive and fun relationships with clients, co-workers and outside resources.