

Izabella Soliday

Boulder, CO 80305

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Authorized to work in the US for any employer

Work Experience

Housekeeping Manager

Brookdale Senior Living - Boulder, CO

October 2020 to Present

Organizational skills

Using excel, word, etc...

Updating schedules

Communication to residents & family

Manage monthly budgets

Sales Representative

Brookdale Senior Living - Boulder, CO

October 2020 to October 2021

- Organize tours/activities
- Phone calls to potential clients
- Handout/ create informational packets
- Working with potential clients for a move in
- Participating in events for outreach

Concierge/Receptionist

Brookdale Senior Living - Boulder, CO

January 2020 to September 2020

Answering phones

Taking and recording data (taking temperature & monitoring well being)

Regularly testing associates for COVID-19

Working with word and excel

Multitasking

Organizing forms and emails

Communication with residents and family members

Event planning Assistant

JAM Productions - Denver, CO

Organize and set up work stations

Assign tasks

Communication

Lead small groups

Education

Associate in Science

Front Range Community College - Westminster, CO

August 2019 to Present

Diploma in -

Arvada West High School - Arvada, CO

2011 to 2014

Skills

- microsoft office and excel (4 years)
- Microsoft Powerpoint
- Organizational Skills
- POS
- Housekeeping Management
- Residential Cleaning
- Laundry
- Leadership
- Teaching
- Customer service
- Activities assistant (1 year)