

JANA VON LINTEL
1610 Garfield Ave. #1
Louisville, CO 80027
Jvonlintel1973@gmail.com
(720) 620-2756

OBJECTIVE

Enthusiastic and energetic individual seeking

SKILLS

- Ability to perform well as a team leader, team member or as an individual
- Exceptional interpersonal communication skills in dealing with both internal and external parties
- Experienced in handling queries and problems efficiently with resolve and composure

WORK EXPERIENCE

Yvette Salas PRN

Cleaning Technician

- Cleaned rental properties
- Deep Cleaning
- Move in and out

Skyline Cleaning November 2018

Cleaning Technician

- Emptied all trash
- Vacuumed
- Dusted
- Cleaned Restrooms
- Wiped down desks and fixtures

Supportive Family Solutions LLC August 2017-present

Owner/Operator

- Assisted seniors with activities of daily living
- Medications reminders
- Personal Hygiene
- light housekeeping
- errands

Always Best Care April 2016-August 2017

Caregiver

- Assisted seniors with activities of daily living
- Medications reminders
- Personal Hygiene
- light housekeeping

Aspen Media and Marketing August 2012 - April 2016

Call Center Supervisor

- Monitor agents to assure good quality surveys
- Provide active coaching and feedback
- Track performance on the monitoring form
- Train new agents as well train veteran agents on new projects
- Use Microsoft/windows daily

Louisville Montessori School May 2000- June 2012

Early Childhood Director

- Supervised teachers and support staff
- Conducted tours and managed marketing
- Established performance goals and objectives
- Assisted in the hiring, training, and the evaluation of staff

Kmart Louisville, CO November 1992- February 2000

Cashier/Supervisor

- Assign employees to different duties
- Train and evaluate personnel in sales and marketing
- Confer with company officials to develop methods and procedures to increase sales and promote business

EDUCATION

Front Range Community College May 2005

Associate of Applied Science

Major-Early Childhood Education

Minor- Medical Assisting

Internship at Centennial Valley Pediatrics March 2005-May 2005