

Marice Cordova

South Saint Paul, MN

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- Maintenance experience
- Repair/clean apartment complexes
- landscaping
- Customer service
- hotel

Authorized to work in the US for any employer

WORK EXPERIENCE

Packer/Shipper

Sportsman's Warehouse - South Saint Paul, MN - November 2015 to January 2016

Responsibilities

Grab the carts with merchandise . Match the slips up with item's on carts. Scan slips with items then pack into a box neatly. Then put the correct shipping label.

Maintenance/Housekeeping

Residence inn Marriott - Eagan, MN - March 2013 to November 2015

Responsibilities

- Clean hotel rooms and report to my boss if any damage has been done.
- Change light bulbs, fix doors, clean up and maintain a clean property
- Maintained record accuracy by using work order reporting system.
- Light plumbing,replace defective parts in furnishes.
- Unloaded incoming inventory and placed products onto shelves.
- Completed all repairs and maintenance work to company standards.
- Delivered requested items to guests' rooms.
- Painted building structures.
- Kept supervisor informed of job progress and material requirements
- Provided an excellent customer service experience to all guests
- Greeted all guests in a courteous and professional manner.

Accomplishments

I am a quick learner I did my jobs very well and proceeded until they were finished.

Skills Used

- Proficiency with mechanical and electric tools
- Light plumbing
- Dependable independent worker
- Good at following instructions
- Establishing goals and setting priorities
- Fast learner
- Hands on guy
- Good at fast paced work
- Expert in multi-tasking

- Customer service experience
- Solid communication skills
- Team player
- Manual labor skills
- Power tools
- Lifting up to 100 lbs

Crew Member

McDonalds - Eagan, MN - April 2012 to March 2014

Up-sold additional menu items, beverages and desserts to increase restaurant profit

- Took necessary steps to meet customer needs and effectively resolve food or service issues.
- Recorded customer orders and repeated them back in a clear, understandable manner.
- Served fresh, hot food with a smile in a timely manner.
- Resolved guest complaints promptly and professionally.
- Operated large-volume cooking equipment such as grills, deep-fat fryers and griddles.
- Quickly and efficiently processed payments and made accurate change.
- Carefully maintained sanitation, health and safety standards in all work areas.

Landscaper

Tree Trust - Inver Grove Heights, MN - June 2005 to August 2005

Built a retaining wall around a tennis court.

- Painted an outdoor hockey rink
- Laid out wood chips on playground.
- Used a pick and shovel to dig, spread and level dirt and gravel.

ADDITIONAL INFORMATION

Skills

- Fast learner
- Hands on guy
- Good at fast paced work
- Good at multi-tasking