

Paula Lovato

Longmont, CO 80501

tatted4lyfe@hotmail.com

720-676-3138

Authorized to work in the US for any employer

Work Experience

Bus Sassistant

St Vrain Valley School District - Longomnt,Colorado

August 2012 to April 2014

Assist bus driver with special needs children,monitor all activity on bus

Reasearch and development

Circle Graphics - Longmont, CO

August 2011 to July 2012

Research all idead for a better way to make the canvas wraps,shipping and maintaing inventory of the cable system.

Housekeeping Supervisor

Hawthorn Suites - Longmont, CO

February 2008 to September 2009

Run daily reports Inspect rooms when housekeepers are done Make daily task sheets Order supllies Work front desk 3 to 4 days a week Answer Phones Make reservations Check guests in and out Run credit cards for authorization.

Uhaul manager

Sugarmill Self Storage - Longmont, CO

January 2008 to August 2009

Made reservations

Ran daily reports

Did contracts for uhaul rentals

Made daily deposits

Help storage manager with rentals

Help her clean units make them ready for rental

Do contracts for storage rentals

Take Cash and credit card payments for storage

Housekeeping supervisor

Holiday Inn Express - Boulder, CO

April 2006 to January 2008

Run daily reports

Inspect rooms after housekeepers finish

Make housekeepers daily task sheets

Inventory
Worked front desk when needed
Answered phones
Made reservations
Checked guests in and out
Verified credit cards

Apartment Manager

Sunny Stone Apartments - Streamwood, IL
March 2004 to March 2005

Daily reports
Showed apartments
Did contracts
Cleaned, painted, and did maintenance on all empty apartments
Deposits
Took cash and credit card payments for rentals
Answered phones

Assembler

Storage Tek - Longmont, CO
July 2002 to February 2004

Assembled tape drives
Print reports
Inspected all tape drives before shipping

Shift Manager

Auto Zone - Longmont, CO
May 1999 to July 2002

Opened and closed
Ran daily reports
Deposits
Made schedules
Inventory in my store and in other district stores
Counted down drawers
cashier
Over saw 20 to 30 employees
Parts driver

Validation

NeoData - Longmont, CO
April 1994 to January 1996

Validated all incoming checks
Verified orders

Assistant manager

Triple V Apartments - Longmont, CO
January 1988 to June 1990

Rented apartments

Showed apartments
Took rental payments
Deposits
Answered phones
Assisted with all other tasks given to me

Education

High school or equivalent

Adams City High School - Commerce City, Co
August 1984 to May 1988