

Rebecca Zimkas

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(719)238-2023

Work Experience

Representative

AmeriGas Propane LLC - Fort Collins, CO
November 2019 to Present

Build and maintain exemplary customer relations, provide prompt and accurate service, dispatch and service support, read, analyze and interpret general business correspondence, company policies and procedures and governmental regulations, implement and advise safety policies and procedures

Front Desk Supervisor

Armstrong Hotel - Fort Collins, CO
March 2018 to October 2020

Greet and serve customers, check guests in and out of the hotel using multiple Property Management Systems, scheduling, resolve both employee and guest disputes, general secretarial, housekeeping and maintenance services, cash handling, training, ensure guest satisfaction, valet services

FOH/BOH Associate

The Waffle Lab - Fort Collins, CO
August 2017 to February 2018

Bartend, serve customers, make and serve food compliant to and exceeding OSHA, and FDA, LCHD standards, POS terminal usage, maintain a clean/sanitary atmosphere, ensure guest satisfaction

Secretary/Intern

Heart Centered Counseling - Fort Collins, CO
June 2016 to August 2017

File paperwork, interdepartmental communication, insurance filing experience-primarily EOB and EOP forms, general secretarial and janitorial services

Supervisor

Cabana Eats and Drinks - Fort Collins, CO
April 2016 to July 2017

Greet and serve guests, bartend, supervise employees and lead shifts, POS terminal usage, ensure guest satisfaction, training

Education

English Education and Psychology

Front Range Community College

August 2014 to Present

Skills

- Writing Skills
- English
- Customer Service
- Interpersonal Communication
- Leadership
- Organizational Skills