

Jade Sweeney

Sales

Rochester, MN 55904

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5079931709

Authorized to work in the US for any employer

Work Experience

Housekeeping

Mainstay Suites - Rochester, MN

August 2017 to March 2018

I clean hotel rooms and hotel grounds.

Front Desk Clerk and Housekeeping

Extended Stay America - Rochester, MN

September 2014 to May 2016

Responsibilities

I checked guests' in and out of the hotel. I charged guests accordingly. I handled all responsibility of the hotel when working the evening shift. I also did housekeeping and overnight laundry.

Dispatcher/Customer Service

Yellow Cab Company/ Rochester Direct - Rochester, MN

January 2013 to September 2014

I worked at the call center taking inbound taxi calls and making reservations for the shuttle. I also was a main dispatcher for Rochester direct and the downtown location. I checked in all passengers, printed trip tickets for the drivers, and made sure all things were done to make drivers jobs easy.

Sales

2012WS Live - Dubuque, IA

2011 to January 2011

Answered phones

Handling of social security number's and credit card numbers

Explained information and discrepancies on credit reports

Sold credit reports and scores and credit monitoring

Housekeeping

Front Desk

July 2009 to December 2010

Extended Stay America- Rochester, MN

Check guests in and out of their rooms.

Handling money via check, credit cards or cash

Answering phones

Helped manager with paperwork and filing

Made sure hotel rooms and grounds were clean

Debt Collector

The Affiliated Group – Rochester, MN - Rochester, MN

July 2007 to October 2007

Answered phones

Contacted people regarding outstanding debt

Handling money via credit cards and money orders

Met goals on how much money we were able to collect from owed debt

Located addresses, phone numbers, and information to locate people

Cashier

Markdowns

August 2005 to September 2006

TJ Maxx and More- Rochester, MN

Marking items on sale and clearance

Helping shoppers looking to find a specific item

Cleaning and stocking shelves

Unloading truck when new merchandise came into store

Handling money

Education

Nursing Assistant

Saint Paul College - Rochester, MN

Skills

Microsoft office, Microsoft word (3 years), Houskeeping, Front Desk, Housekeeping Supervisor, Hospital