

Fantasia Rodriguez

Northglenn, CO

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WORK EXPERIENCE

Front Desk Agent

Hampton Inn - Thornton, CO - October 2012 to Present

Responsibilities

I started as a weekend night audit. Then day time employee. I answered phones and took reservations along with emailing or faxing folios. I would check in and out guests. And helping guest with requests.

Accomplishments

I really learned to listen to guest request in order to properly satisfy their needs.

Skills Used

Computer work. Emailing. Faxing. Customer service.

Child Care Provider

Bally Total Fitness - Thornton, CO - March 2011 to Present

Responsibilities

I started opening the gym and closing. I did retail and membership sales. And now currently watch up to 25 kids alone ages 6 months to 12 years

Accomplishments

To have more patience when things become overwhelming.

Skills Used

Computer usage. Multiple phone lines.

Package Handler

FedEx Ground - Henderson, CO - October 2009 to December 2009

Responsibilities

I would find and scan in all returning packages.

Accomplishments

The efficiency of speed

Skills Used

Using a scanning device