

Holly Rosell

Greenville, NY

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WORK EXPERIENCE

Floater

Carey conference center - Rennssalerville N,y - September 2005 to August 2012

Responsibilities

My Jobs varied . Working where needed. 1 front desk- taking care of all guest needs ,answering phones ,printing out planning sheets, and anything else, that other departments needed. 2 Conference service- which I set up meeting rooms including tables any and all equipment asked for by meeting planner and attending all guest needs also keeping other departments up to date on any changes. 3 Housekeeping attending to guest room make overs or check outs. 4 gardener -attended to all gardens clean up and planting. sometimes I would work one department during Day and another in evening.

Accomplishments

Due to the number of Departments I worked in. I was able to Keep all departments informed and allow the best guest and meeting experience possible.

Skills Used

multitasking, clear concise communication with all departments, Organization skills,

EDUCATION

Certifacate in Plebotomy

Dutchess community coll. - Phoughkeepsie N.y

1993 to 1995