

Sean Minser

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I have had experience in Hotels and customer service, custodian, property management, production, and warehouse. I'm looking for full time work. Right now because of my seniority as of 7-11-2016 I am on Mandatory Layoff. I'm hoping to find something full time all year round.

Authorized to work in the US for any employer

WORK EXPERIENCE

Picker

Bluestem Brands, inc. - Saint Cloud, MN - September 2015 to Present

Pick orders in Warehouse and stage carts to locations for packers to pack orders to be shipped out. I use a stock chaser or as we refer to them as an EZ-GO to transport a cart around a huge warehouse to pick orders for customers.

MOD Night Auditor

Holiday Inn and Suites St. Cloud - Saint Cloud, MN - September 2014 to June 2015

Responsibilities

Managed and oversaw employees by ensuring that communications between staff that do walk through in hotel are done by security and bell staff

Checked guests in

Audited hotel's accounting

Data entry of guest reviews and comments and emailing all reports to all managers and accounting for next business day utilizing Excel.

Communicated with food and beverage managers and witnessed cash drops

Accomplishments

I earned accomplishments for going the extra mile for guests in solving issues that they had with the hotel during their stay. I would get excellent reviews through our company for surveys on our website.

Skills Used

Patience, leadership, teamwork

Night Auditor/Manager

Residence Inn by Marriott Eagan Minnesota - Eagan, MN - December 2009 to June 2014

Responsibilities

Performed night audit operations

Checked in guests

Made reservations

Performed paper work on audits, accounting and closing out shifts for the day.

Also did E-daily and end of month reports, and making sure the ledger balances, credit card balances, and putting numbers in for taxes daily and end of month for the accounting department.

Accomplishments

I learned to do lots of accounting balancing numbers for our corporate office. This was my first real experience in working with numbers. I had to make sure that everything balanced out everyday for our accounting department including making sure taxes were accounted for.

Skills Used

Customer service, leadership, communication, adding, subtracting, multiplying, spreadsheets, computer efficient.

Night Auditor

Best Western - River Falls, WI - June 2009 to October 2009

Responsibilities

Performed nightly front desk operations.

Maintained an "I care" standard of operation with customers.

Audited hotel and restaurant to ensure the hotel and restaurant balance out.

Accomplishments

Learning the process of night audit through hotel and restaurant. I had to also audit our restaurant in a separate audit besides our hotel audit.

Night Auditor/Front Desk Agent

Country Inn & Suites - River Falls, WI - May 2008 to June 2009

Responsibilities

Performed nightly front desk operations.

Checked in guests, answered phones, made or canceled reservations

Interacted with customers on a nightly basis.

Maintained a high level of cleanliness throughout the hotel, assisted with laundry and helped prepare breakfast for the guests.

Audited hotel to balance transactions for the day.

Accomplishments

This was my first ever audit/hotel job. It gave me the experience I needed to excel in my experience for future opportunities in which I eventually became a MOD with more responsibilities at a hotel later in my employment

Skills Used

Cleaning, laundry, guest services, setting up breakfast for our guests, communication with General Manager answering telephones, making reservations, checking in guests, dealing with guest complaints and passing those to the GM if I couldn't solve an issue, but most of the time I was able to send the guest off happy or satisfied.

Property Manager

Graf Properties Selling Team - Cedar Rapids, IA - April 2004 to April 2008

Responsibilities

Onsite management on college campus

Set up appointments with prospective tenants.

Managed to maintain a 85% occupancy.

Criminal background checks, assisted local law enforcement to keep our tenants living in a safe environment with their children.

Also specialized in section 8 housing and EOH

Accomplishments

I gained experience in managing a property that I lived onsite. I was on call for 12-16 hours a day showing apartments to college students and potential tenants. There were around 50 unites in two buildings I was responsible for maintaining and if I couldn't fix something I would contact the owner to help solve an issue. I collected rents and deposits and worked with law enforcement to conduct security walk through on inside and outside properties and conducted eviction process for owner. Lots of good experience and communications.

Skills Used

Financials, communications, management.

Floor Technician

HabHab's Professional Cleaning - Ames, IA - January 2001 to April 2004

Responsibilities

Clean, strip, wax department and grocery store floors and bathrooms.

Helped customers find certain items in the store if needed

Warehouse Worker/Forklift Operator

Midland Transportation - Marshalltown, IA - February 1997 to January 2001

Responsibilities

Loaded and unloaded freight trucks in the warehouse

Weighed pallets as necessary to make sure proper weight was accumulated

Maintained and cleaned warehouse when there is downtime and make sure that loads were manifested and loaded for the right destination.

Production Worker

Swift & Company - Marshalltown, IA - February 1993 to February 1997

Responsibilities

Did various jobs on the production kill floor from pushing hog carcasses in the coolers, pulling lard from inside of the hogs for QA inspection, sawing backbone with a saw.

Accomplishments

My first job in production of farm animals.

EDUCATION

Diploma HS in High School

Marshalltown High School - Marshalltown, IA

1989 to 1993