

Trayanna Elting

Security Guard - Usher

Maplewood, MN

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To obtain a full time position with a progressive company where I can contribute my diverse skills toward the success of the business.

Customer Service/Concession

- Demonstrated ability to successfully interact with a diverse population, offering direction, information and resolving customer service issues as they occur.
- Responsibly interacted with customers in a variety of settings to include: food service, retail sales, and concession sales.
- Accurately managed financial transactions; calculating receipts, handling checks, debit cards, credit cards and cash, and balancing end of day transactions.
- Coordinated all aspects of concession stand to include: inventory, sales, customer service and closure.
- Individually made all concession foods to customers preference.
- Professionally patrolled stadium premises to prevent theft violence or infraction of rules.
- Greeted customers in a timely manner, seating them and taking food and beverage orders.
- Efficiently sorted, organized, priced and stocked products for sale and storage.
- Effectively worked with customers in choosing the product/food that would most meet their needs.
- Demonstrated ability to work independently as well as contributing to a team.

Personal Care Attendant

- Demonstrated ability to work with patients experiencing diverse medical and mental health conditions including memory care.
- Responded to patient's needs and requests in a timely and respectful manner.
- Respectfully assisted elderly and disabled individuals with daily cares to include: dressing, feeding, reminder for medications and scheduled appointments.
- Arranged and escorted patients to medical appointments, recreational activities and shopping outings.
- Actively motivated patients to engage in physical and occupational therapies.
- Assisted patients with cooking, cleaning, laundry, dishwashing and general maintenance of their homes.
- Monitored medical and physical condition of patients, reporting to nursing staff when changes occurred.
- Developed engaging relationships with patients and their families.
- Demonstrated multi-tasking abilities while maintaining organization and accuracy.
- Worked cooperatively with nursing team, as well as independently as necessary.

Housekeeper

- Provided work direction to 4 housekeeping staff in stadium/sports arena setting.
- Coordinated cleaning assignments to ensure areas were ready for each event.
- Replaced all towels and paper products.
- Maintained all floors, porcelain fixtures, chrome and glass areas.
- Removed all rubbish, soiled laundry and recycled materials.
- Accurately measured and applied chemical cleaners.
- Maintained inventory of housekeeping cart, replenishing cleaning and paper supplies as necessary.

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Assembly/Production

- Professionally worked on assembly team, coordinating roles with co-workers as needed.
- Accurately produced embroidered shirts for a major retail chain.
- Efficiently operated sewing/stitching machine, "trouble-shooting" and completing machine repair when necessary.
- Balance workflow to ensure deadlines were met and shipping/receiving considerations were regarded.
- Accurately completed paperwork associated with each order.
- Met or exceeded production quotas exercising all safety procedures to maintain 100% safety record.

WORK EXPERIENCE

Security Guard

Usher - Minneapolis, MN - 2014 to Present

Production/Assembler

Usher - 2014 to Present

Receptionist/Customer Service Representative

Industrial Staffing - Target Field - Minneapolis, MN - 2011 to 2013

Housekeeping Supervisor

Spectrum Staffing - Plymouth, MN - 2012 to 2012

2012

Personal Care Attendant

Inner-Health Outer Beauty - Minneapolis, MN - 2008 to 2011

Summit Health Care, Minneapolis, Minnesota

EDUCATION

Associates in Business Management

Minnesota Community and Technical College - Minneapolis, MN