

# Yvonne Hoffmann

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## Objective

Looking for new challenges, a stable work environment and better quality of life. I have experience in hotel housekeeping, manufacturing, assembly work and inspection.

## Experience

2004-Present Country Inn & Suites Coon Rapids, MN

### Housekeeper / Head Housekeeper

- Create and assign schedules for the entire housekeeping staff.
- Quality assurance. Inspect finished work assignments to ensure staff met corporate standards and rescheduled work as required.
- Maintained supplies inventory and met with vendors regarding products.
- Performed routine maintenance as required throughout the facility.

2013-2014 Life Fitness Ramsey, MN

### Assembler II

- Assembles components (including upholstery) for final assembly using tools and machines as required.

2003-2004 Advanced Lighting Osseo, MN

### Assembler

- Assembled various equipment types including automobile headlamps, hand mixers and appliances.
- Trimmed parts fabricated by injection molding to make ready for final assembly.
- Maintained station cleanliness.

1997-2003 Housewife / Mother Coon Rapids, MN

### Homemaker

- Stay at home mother for two children, Jared (1997) and Jessyca (1999).

1995-1996 JW Speaker West Bend, WI

### Assembler

- Assembled and performed final inspection of automobile dashboard components.
- Packed for products for shipment.

## Education

1979-1982 Glenburn High School Greenock, Scotland

Graduated 1982

## References

[Phone number]•[E-mail address]

**[Your Name]**

References are available on request.