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# Stephanie Garcia

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## SKILLS

Interpersonal skills, Leadership skills, Flexibility, Dependable, Motivated, Positive attitude

## EXPERIENCE

### **Sunshine Cleaning Services Greeley, Co**

Housekeeping December 2018 - Currently employed here

- General house cleaning duties
- Kitchen, Bathrooms, Bedrooms

### **American Furniture Warehouse, Firestone, CO – Shipping and Receiving Clerk**

March 2018 - November 2018

- Compare received products to packing lists to ensure deliveries are complete, tickets and UPC labels.
- Track deliveries and troubleshoot order issues. Update product inventory as products are received and shipped.
- Scan and Merge all trailer paperwork, Collaborate any discrepancies. Administrate inbound and outbound trucks to meet the daily schedule.

### **3D Property Maintenance, Greeley, CO – EVS Tech**

January 2015 - December 2017

- Cleaned assigned patient room, disposed of linens throughout of hospital.
- Assisted other associates on my team. Provided excellent customer service.

### **Qdoba Mexican Grill, Greeley, CO – Crew Member**

May 2014 - January 2015

- Greeted customers and ascertain requests of wants.
- Recommended and assist with any questions of product ordered.
- Collected all type of payments.

## EDUCATION

### **Fort Morgan High School, Fort Morgan, CO – High School Diploma**

Graduated, May 2001

General and Basic knowledge courses of high school.