

Elizabeth Miessner

Housekeeper

Blaine, MN

Elizabethmiessner@gmail.com - 612-323-2592

Administrative Support

WORK EXPERIENCE

Housekeeper

Izatys Hotel and Resort - 2005 to 2006

Plan and prepare employee work schedules.

- Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
- Perform or assist with cleaning duties as necessary.
- Confer with staff to resolve performance and personal problems, and to discuss company policies.
- Establish and implement operational standards and procedures for the departments supervised.
- Maintained required records of work hours budgets, payrolls, and other information. Inspected and evaluate the physical condition of facilities to determine the type of work required.
- Checked and maintained equipment to ensure that it is in working order.

Dietary Aide

St.Marys Nursing Home - 1998 to 2001

Was in charge of setting up and preparing meals on wheels, Prepared the food and helped in the dining room

Housekeeper

St.Marys Nursing Home - Woodbury, MN - 1998 to 2001

Cleaned rooms and stocked as needed

Assembler

Ford Moter Company - Saint Paul, MN - 1995 to 1999

I was responsible for building different parts on a ford pick up truck i used several different types of hand held air torque tools i also am forklift certified it was a very fast paced assembly plant

assembler

Medical Concepts - Woodbury, MN - 1995 to 1998

I worked on the production line I worked with microscopic tools.

EDUCATION

ASS

St Paul College - Saint Paul, MN

1994