

Brianna Zimmerman

Part-time Remote

Ames, IA 50014

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Authorized to work in the US for any employer

Work Experience

AMES

Sigler Companies - Ames, IA

March 2018 to April 2024

Process and ship all orders according to the work order (Logistics)

Quality check items during packing

Communicate thoroughly and efficiently between multiple departments

Executive Head Housekeeper

Hilton Garden Inn - Ames, IA

September 2016 to February 2018

- Oversee/ Manage entire department and employees
- Interview, Hire, and Train for department
- Schedule according to forecasted business needs
- Ensure Guest Rooms are prepared properly to Brand Standards and ready for next guest
- Update corporate database system on room status changes
- Assist staff in completing tasks and correct performance errors
- Develop Spreadsheets to track and ensure productivity of employees daily
- Order supplies following guidelines set with company budget
- Track, Break down, and Enter Invoices into budgeting checkbook
- Review Payroll for department employees
- Inventory of department supplies and linen
- Prepare and conduct department meetings

Inspector/Room Attendant/Laundry Attendant

Hilton Garden Inn Hotel - Ames, IA

July 2014 to September 2016

- Clean and prepare guest rooms according to brand standards
- Utilize Customer Service experience to ensure guests feel comfortable in our facility
- Wash, dry, fold, and stock linen efficiently under continuous workload throughout day
- Inspect rooms after fellow room attendants for cleanliness
- Assist Housekeeping Manager and Supervisor in daily duties
- Oversee department in absence of Housekeeping Manager and Supervisor

Waitress/Hostess/Customer Service

Perkin's Restaurant and Bakery - Ames, IA

October 2010 to November 2014

- Cashier - Received money for services and returned accurate change
- Food Preparations - Aided in the preparation of designated portions of orders
- Hostess - Greeted and seated guests and arranged seating for larger groups
- Housekeeping - Cleaned bathrooms, lobby, dining area, including, bussing tables, wiping down tables and booths and vacuuming entrance and dining area
- Waitress - Took and served customers food orders and followed up as necessary

Education

Completed Course; Did not obtain License due to state relocation in Certified Nursing Assist

Central Community College - North Platte, NE
September 2010

GED

Central Community College Lexington - Lexington, NE
May 2010

SEM High School - Sumner, NE
April 2009

Skills

- CUSTOMER SERVICE (6 years)
- RECEPTIONIST (Less than 1 year)
- RETAIL SALES (Less than 1 year)
- CLOSING (1 year)
- TELECOMMUNICATION (1 year)
- Interviewing
- Laundry
- Recruiting
- Budgeting
- Logistics (6 years)
- Management
- Time management (10+ years)

Additional Information

Applicable Life and Work Skills:

- Arbitration (Mediation Skills)
- Budgeting
- Cash Handling
- Computer Skills
- Customer Service/People Skills

- Ethics Training
- Good verbal and Written communication
- Management/Management Support Skills
- Office Telecommunication Skills
- Highly Devoted Work Ethic
- Time Management Skills
- Trained in Dignity, Respect, and Core Values
- Work well independently or as a member of a Team

In Closing; I have had different jobs with different levels of important job skills. I am highly trainable and always put forth my very best effort in all my endeavors, personal and professional.