

Systems Administrator Systems Administrator Service oriented staff manager and business owner with Multifaceted years of experience! Norton Shores, MI To utilize my Customer service, managerial, interpersonal, service and multi-task skills which I have learned in various positions including: Cashier, Owning/managing my own cleaning company, in a growing work environment and Supervising housekeeping at a resort/conference center containing 70 rooms, 12 condo, 2 townhouses and 12 cottages. Also Restaurant and retail management positions. Authorized to work in the US for any employer Work Experience Systems Administrator Meijer Incorporated - Norton Shores, MI April 2019 to Present Customer service including: Managing pricing integrity throughout the store through corporate interface and remote scanning unit. fill in cashier and front desk.Troubleshooting software and pos hardware,recording records,reporting information and being a liason between corporate, store level and department management. Housekeeping Manager Maranatha Resort & Conference Center - Muskegon, MI June 2014 to May 2019 Customer service, attending to the needs of guests, and directing them to various activities. Overseeing The housekeeping Department of a campus containing 2 Retreat and Lodging buildings (42 units each) & 9 cottages, 2 condominium style units, 2 townhouse style units, 10 apartment style unitsIncluding: Hiring, scheduling and management of 25 housekeepers, scheduling servicing & cleaning of units, quality control, inspection of units,ordering of supplies, payroll monitoring of housekeeping staff and minor budgeting tasks. Utilization of Parcs and Megasys reservation systems, outlook,wor and excel. Working closely with Guest services director , maintenance department,Facilities manager, and providing superior customer service. Scanning Specialist D&W Food Center - Grand Haven, MI In charge of maintaining total store pricing accuracy through the use of an IBM computer system for management information systems (MIS). Utilizing BASS/FM remote pricing unit, compiling point of sale statistics, manipulation of current sale ad pricing, total store price verification, data entry, data reporting, interdepartmental correspondence, Managing, scheduling and training employees. Other positions held during my employment with D&W include; Deli Clerk, Seafood Clerk, Service Clerk, Cashier and Assistant Bookkeeper. Education High school or equivalent Skills Housekeeping Supervisor (5 years), Business owner/manager (10+ years), Retail management (10+ years),

Restaurant Management (5 years), System Administrator, System Administrator Assessments  
Workplace English Expert May 2019 Understanding spoken and written English in work situations.  
Full results: [https://share.indeedassessments.com/share\\_assignment/c8vrzh9zzusxard5](https://share.indeedassessments.com/share_assignment/c8vrzh9zzusxard5) Mechanical  
Skills: Monitoring Familiar May 2019 Measures a candidate's ability to monitor machine indicators  
in order to ensure safe and appropriate operation. Full results:  
[https://share.indeedassessments.com/share\\_assignment/sbro13jmkbz4zdea](https://share.indeedassessments.com/share_assignment/sbro13jmkbz4zdea) Critical Thinking  
Proficient May 2019 Using logic to solve problems. Full results:  
[https://share.indeedassessments.com/share\\_assignment/edqyypw-0pe5873f](https://share.indeedassessments.com/share_assignment/edqyypw-0pe5873f) Verbal Communication  
Highly Proficient May 2019 Speaking clearly, correctly, and concisely. Full results:  
[https://share.indeedassessments.com/share\\_assignment/1t60zenrsg0h-ros](https://share.indeedassessments.com/share_assignment/1t60zenrsg0h-ros) Indeed Assessments  
provides skills tests that are not indicative of a license or certification, or continued development in  
any professional field. Additional Information QUALIFICATION I am a service oriented person. I  
have excellent social & communication skills which I have utilized in various positions including:  
Hospitality management, retail mid- management, Food service management and small business  
ownership. I am a fast learner, dependable and very easy to get along with. I am motivated and  
work well on my own, and am good at problem solving and managing people.

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