

Monica Rodriguez

Lancaster, TX
469-662-6014 monicaerodza@gmail.com

Objective

An innovative and challenging in a reputed organization, which allows professional growth while working.
Also, to give the best quality service and demonstrate the competence that satisfies the interest of the company.

Capabilities and Skills

- Direct customer relations, supply ordering and equipment maintenance
 - Strong organization skills
- Highly effective in problem solving and analyzing
 - Proficient knowledge of Microsoft Office

Work History

McDonalds - Desoto, Tx

02/2018 - Present

Assistant Manager

Was in charge of 6 plus employees and ensured all policies were enforced by all. Was in charge of counting midday and end of day deposits, filling schedules, hold monthly meetings to inform all employees. Hiring and inputting information into the system daily.

Parkland Memorial Hospital - Dallas, Tx

07/2015 - 02/2018

Environmental Service Tech 2 / Floor Tech

Provided environmental services to PHHS units and departments as internal and external customers. Inclusive of some critical care areas, ensuring sanitation, cleanliness, and safety in a timely manner.

Quality Insurance - Irving, Tx

11/2012 - 11/2015

Head Receptionist

Provided a variety of office duties including, answering a multi-line telephone, taking accurate messages, greeting clients, distributing mail, ordering supplies, and filing, faxing and copying.
Showed superior customer service and work quality while demonstrating attention to detail, flexibility and innovation in resolving problems.

Education

Lancaster High School - 2010

Cedar Valley Community College - Present

Summary

Bilingual customer service and retail professional offering 7 years of diversified experience.
Dedicated to achieving customer satisfaction as well as meeting or surpassing company expectations.