

Marcella Garza

Lansing, MI

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Looking for a fast paced, challenging career with room for advancement.

Authorized to work in the US for any employer

Work Experience

Packager

RsdC - Holt, MI

December 2017 to August 2018

I inspected and cleaned lifts before packaging them to be sent out.

Account Manager

Healthcare Services Group - Lansing, MI

July 2017 to December 2017

I manage 7 housekeepers, my main job is to schedule staff, payroll, meet deadlines for projects, hire staff, disciplinary actions as needed, help clean, run floor machines, QCI checks every day, make sure our building is clean and up to state standards.

Group Leader, Sparrow Health

Environmental Services Tech

September 2016 to July 2017

System

- Clean and sanitize Patient, Operating Rooms and the Emergency Department
- Step in for Supervisor when she is not there, to make sure the shift operates efficiently

Receptionist

Waverly Animal Hospital

February 2016 to December 2016

- Greet Clients and Answer Phones
- Check Clients in and Cash Clients out
- Schedule Appointments
- File Client records

Production Operator/Inspector

Dakota Integrated Systems, LLC

February 2011 to August 2014

- Examine products to verify conformance to quality standards
- Record the number of products tested, meter readings, and dates and times of product production

- Operate machinery used in the production process

Education

GED

C.A.L.C - Lansing, MI

March 2007 to May 2007

Skills

- Microsoft office (5 years)
- Cornerstone (1 year)
- Packing
- General Labor
- Cleaning Experience
- Custodial Experience
- Delivery Driver Experience
- Environmental Services
- Hospital Experience
- Account Management

Certifications and Licenses

driver's license

Assessments

Receptionist — Expert

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/be5606c896a173cd00a73e716ad9ec9aeed53dc074545cb7

Reliability — Expert

August 2019

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/7b427f2860c940c34050bdbc19b841ceeed53dc074545cb7

Delivery Driver — Proficient

December 2019

Interpreting instructions, reading maps, and solving problems.

Full results: https://share.indeedassessments.com/share_to_profile/6dd06ce89c36a30c23e3cb40e0f10804eed53dc074545cb7

Verbal Communication — Highly Proficient

August 2019

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/252e2a5edc581cfbb49ab67f7b91ade8eed53dc074545cb7

Customer Focus & Orientation — Expert

July 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/b505e47aa281d35f6aab0cd771f12da6eed53dc074545cb7

Reliability — Highly Proficient

April 2019

Measures a candidate's tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/a44b10d2bdc5fa85ab0215b6307a2c48eed53dc074545cb7

Front Desk Agent (Hotel) — Expert

April 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: https://share.indeedassessments.com/share_to_profile/ac046dd9f73d1fbe4d06eaeafcdac7feed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

May 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/b2194ec65d705a450e8cb855f2c68c02eed53dc074545cb7

Call Center Customer Service — Expert

January 2020

Applying customer service skills in a call center setting.

Full results: https://share.indeedassessments.com/share_to_profile/8a9ee21506466ea7e7c5d41cc1cee9a8eed53dc074545cb7

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