

# Danielle Evans

Warrensburg, NY 12885

[danielle.evans@me.com](mailto:danielle.evans@me.com)

+1 773 531 1803

## Work Experience

---

### **Head Housekeeper(Seasonal)**

Cronin's Golf Resort - Warrensburg, NY

May 2022 to September 2023

- Ensures compliance with federal, state, and local environmental regulations
- Stocktaking and ordering cleaning equipment, linen and room supplies
- Checking for faults or damage and arranging repairs and routine maintenance work
- Clean, as well as maintain upkeep of resort clubhouse, cabins, and motel rooms
- Train and supervise cleaning staff
- Conduct rounds to ensure all guest are accommodated and comfortable in cabin/room

### **Warehouse Associate**

Target

August 2021 to October 2021

- Follow all safety policies and procedures to ensure a safe working environment
- Load, and ship items to stores and guests
- Ensure accurate processing of merchandise to our stores and guests
- Work safely, quickly and efficiently to handle freight and move inventory throughout the warehouse
- Maintain a neat, clean, and organized work area
- Report to work on time and complete job tasks as assigned accurately and on time
- Maintains positive and respectful attitude while working independently

### **Painter/Laborer/Apprentice**

Birdseye Finishing

January 2021 to August 2021

- Maintain cleanliness of the shop/work space
- Attention to detail while prep, spraying, and painting
- Uninstall and reinstall of kitchen cabinets
- Prep work space to avoid paint in unwanted places
- Sand cabinets down, as well as cabinet doors to prepare for spraying
- Prepare and clean spray before and after use
- Spray finish kitchen, as well cabinet doors and any other pieces to be painted
- Hand paint doors, door frames, top and bottom trim
- Assists with design decision

### **Sales Associate**

Luxottica(Sunglass Hut) - Lake George, NY

June 2020 to January 2021

- Partners with Store/Center Manager to maximize sales potential

- Achieves sales by creating an emotional connection with our customers
- Maintained control of visual standards, store merchandising practices and inventory control activities
- Converse with other associates to promote teamwork and a positive work environment
- Stays adept at knowing the product and staying current on new merchandise and fashion trends

### **Adoption Specialist/Caregiver**

Adirondack Save A Stray - Corinth, NY

April 2019 to October 2019

- Cleaned indoor/outdoor dog kennels, cat and rabbit cages
- Maintained cleanliness of the shelter at all times efficiently
- Provided food, water, medications/vitamins and vaccines to shelter animals
- Answered phones and assisted in adoptions by introducing puppies and reviewing policies
- Monitored animals frequently for wellness checks and updated observation logs
- Assisted vet by restraining animals for various veterinarian procedures

### **Assistant Manager/Sales Associate/Apprenticeship**

Industrial North LLC - Warrensburg, NY

July 2018 to March 2019

- Create ads for advertising for magazines, newspapers, social media etc
- Communicate with prospects and clients about upcoming project through the phone or via email
- Promote and sold industrial furniture
- Schedule in home and out of home estimates
- Created quotes for custom orders and process all invoicing

### **Front Desk/Night Auditor**

Hampton Inn by Hilton - Lake George, NY

December 2017 to May 2018

- Communicated with hotel staff on the status of guest rooms
- Promoted hotel services with upgrade options and meeting room services
- Provided information to guests about hotel policies, services and amenities
- Partnered with the sales department to ensure knowledge of key accounts and groups, along with tracking of company information
- Entered/changed reservation information on the computer system
- Posted charges to guest accounts, as well as process payments from guests
- Closed balanced and made necessary corrections to guest accounts
- Balanced cash, credit cards and direct bill accounts
- Analyzed out-of-balance situations and making adjustments or corrections as needed
- Completed computer audit reports

## Education

---

### **Volunteer in Dog Handling/Care**

PAWS Chicago - Chicago, IL

October 2016 to May 2017

### **Trade School in Cosmeology**

Mario Tricoli University of Beauty Culture - Chicago, IL

2016 to 2017

### **High School Diploma in High School**

Warrensburg Junior-Senior High School - Warrensburg, NY

2003 to 2016

## Skills

---

- Customer service
- Merchandising
- Store management
- Cash handling
- Supervising experience
- Presentation skills
- Sales

## Certifications and Licenses

---

### **Illinois Cosmetology License**

2017 to 2019

### **Cosmetology Graduate Diploma**

September 2017 to Present

Graduated Tricoci University of Beauty Culture

### **High School Diploma**

July 2016 to Present

## Assessments

---

### **Written communication — Proficient**

January 2023

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

### **Cleaner fit — Proficient**

January 2023

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

### **Work motivation — Proficient**

January 2023

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Scheduling — Proficient**

April 2019

Measures a candidate's ability to cross-reference agendas and itineraries avoid conflicts when create schedules.

Full results: [Proficient](#)

### **Filing & organization — Proficient**

April 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Proficient](#)

### **Customer service — Proficient**

February 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

January 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

### **Retail customer service — Proficient**

March 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Office manager — Proficient**

January 2023

Scheduling and budgeting

Full results: [Proficient](#)

### **Social media — Proficient**

March 2022

Knowledge of popular social media platforms, features, and functions

Full results: [Proficient](#)

### **Medical receptionist skills — Proficient**

January 2023

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

### **Protecting patient privacy — Proficient**

March 2022

Understanding privacy rules and regulations associated with patient records

Full results: [Proficient](#)

### **Sales skills — Proficient**

October 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Data entry: Attention to detail — Proficient**

March 2022

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

January 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Work motivation — Proficient**

February 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Social media — Proficient**

August 2023

Knowledge of social media techniques and analytics interpretation

Full results: [Proficient](#)

### **Written communication — Proficient**

April 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

### **Teamwork: Interpersonal skills — Proficient**

March 2022

Responding to challenging team situations at work

Full results: [Proficient](#)

### **Customer service fit — Proficient**

October 2021

Measures the traits that are important for success for customer service roles

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

March 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Attention to detail — Proficient**

January 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

## **Marketing — Proficient**

March 2022

Understanding a target audience and how to best communicate with them

Full results: [Proficient](#)

## **Attention to detail — Proficient**

March 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.