

Rebecca Ontiveros

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Desirous of being part of an organization where opportunities are based on demonstrated Performance, seeking a responsible position in a high-energy environment commensurate with skills and experience.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Office Coordinator/ Housekeeping

Sun Communities - San Marcos, TX

August 2020 to December 2020

Take and route all telephone inquiries, Great customer service skills, Data entry, Maintain all accounts payable, assist residents with rent or work orders, file.

Housekeeper

Cleaned all common areas gym, public restrooms and showers, indoor pool, event centers and all cabins and guest houses.

Food Nutritionist

SWISD - San Antonio, TX

August 2018 to March 2020

Prep and cook food , serve food into portions on kids trays, inventory, set-up and break down steam tables

Food count

Administrative Assistant

Aramark Corrections at Bexar County Jail - San Antonio, TX

May 2015 to June 2017

Take and route all telephone inquiries, Great customer service skills, Data entry, Maintain all employee Files, Set up and break down for all events, Officers Appreciation, SERT Graduations, Set up Background checks do all employees orientation.

Bartender & Waitress, Customer Service

Dady G's - San Antonio, TX

February 2003 to May 2015

Greet all customers in a professional

Concerned manner, Managed high volume currency, order and stock supplies and beer.

Assistant Manager

Culebra Café - Universal City, TX

January 2000 to April 2010

Customer service, cashier, line and grill cook. Take and route telephone inquiries, managed all accounts payable, Inventory,
Train Employees on food prep and quantity control, cook, prep, make tortillas.

Education

High school or equivalent

Skills

- Typing (10+ years)
- Data Entry (10+ years)
- Excel (10+ years)
- Data Entry Operator
- Customer Service
- Word
- Guest Services
- Cash Handling
- Cooking Experience
- Microsoft Office
- Microsoft Outlook
- Great Organizational skills (10+ years)
- Restaurant Experience (10+ years)
- Computer Literacy
- Host/Hostess Experience
- Microsoft Word
- Bartending
- Management
- Food Service
- Food Safety
- Assistant Manager Experience
- Office Management
- Food Preparation
- Employee Orientation
- English
- Microsoft Powerpoint
- Food Production
- Kitchen Experience
- Catering
- Interviewing
- Accounts Payable

- Serving Experience
- Merchandising
- Sales
- Microsoft Excel
- Cleaning Experience
- POS
- Leadership
- Supervising Experience
- Restaurant Management
- Banquet Experience
- Busser
- Culinary Experience
- Payroll
- Kitchen Management Experience
- Menu Planning
- Purchasing
- Inventory Control
- Pricing
- Recruiting
- Meal Preparation
- Accounts Receivable
- Basic Math
- Retail Sales
- Hotel experience
- Windows
- Housekeeping (10+ years)
- Account management
- Spanish
- Cooking

Certifications and Licenses

Food Handler

ServSafe

TABC Certified

Food Handler Certification

Assessments

Customer Focus & Orientation — Highly Proficient

July 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Reliability — Expert

May 2019

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

Full results: [Expert](#)

Reliability — Highly Proficient

January 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Work Style: Reliability — Highly Proficient

April 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Food Service Fit: Back of House — Proficient

June 2020

Measures the traits that are important for successful back of house food service roles.

Full results: [Proficient](#)

Work Style: Reliability — Highly Proficient

January 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

August 2019

Responding to customer situations with sensitivity.

Full results: [Proficient](#)

Work Motivation — Highly Proficient

August 2020

Level of motivation and discipline applied toward work

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Highly Proficient

December 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Customer focus & orientation — Highly Proficient

November 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Front desk agent (hotel) — Highly Proficient

November 2020

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

Full results: [Highly Proficient](#)

Work style: Conscientiousness — Highly Proficient

December 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

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

Additional Information

I do have 8 months experience as a Breakfast Attendant and Houskeeper at La Quinta and 1 year at Residence Inn as Breakfast Attendant.

10 years in Housekeeping in commercial and residential, Resort and make ready.