

# Kimberley Limuel

Austin, TX 78724

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Authorized to work in the US for any employer

## Work Experience

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### **Bus Monitor**

Apple Bus Company - Austin, TX

July 2019 to March 2020

Supervise students on the school bus and coordinate with the bus driver, ensuring a safe transport service for the students, monitor students behavior, assist students with mobility issues while enforcing the safety rules and policies

### **Housekeeper**

LGC Hospitality - Austin, TX

March 2019 to June 2019

clean patients room,sanitized walls,take out trash,do discharge cleaning of patient room,high dust,vacuum,sweep,and mop floors,clean and stock restrooms,collect and dispose of trash,keep linen stocked,notify manger of necessary repairs

### **Housekeeper**

Central Texas Rehabilitation Hospital - Austin, TX

May 2018 to February 2019

Clean patients rooms,dust vacuum, sweep,and mop floors,make beds,change linen, dispose of trash and biohazard, keep linen stocked,clean and stock restroom,clean spills with appropriate equipment,keep the facilities and common areas cleaned and maintained

### **Picker/Packer**

Express Employment Professionals - Austin, TX

March 2018 to May 2018

pick orders and process them,locating where items are in the warehouse and moved them where they can be packed and shipped

### **Oder Puller**

Kindra Scott - Austn Texaa

September 2017 to March 2018

Utilize order pick list to locate jewelry for orders and packaging them and bring them to a designated area for shipping

### **Inspector**

Aqueor Staffing - New Jersey

July 2017 to August 2017

ensure that the meat, poultry meet safety and labeling requirements, remove products that don't meet production standards

### **Application Support**

Appleone/Maximus - Austin, TX  
December 2016 to June 2017

Process Application for Snap, Medicaid, Chip,CMA,RMA,PW. send letters to clients for missing information,send appointment letters.

### **Prep and scanner**

Intergrated Human Capital/Pitney Bowes - Austin, TX  
October 2016 to December 2016

Prep documents by removing staples,tape,fix torn documents,then scan documents into the computer system Qc them after there are done to make sure they are in the computer system by batch numbers

### **Cashier**

Delaware North Companies - Austin, TX  
May 2013 to September 2016

Greet customers, manage transactions with customers using cash registers,scanning goods and ensuring price is accurate, collect payments whether in cash or credit

### **Quality Control Inspector**

Staffmark/UPS innovations - Austin, TX  
October 2008 to May 2013

Supervise other mail sorters to make sure mail was going to accurate zipcodes, rewrap soiled or broken parcels, train new employee on sorting mail procedure, reprint missing or torn labels on parcels

### **Customer Service Rep**

Starwood Hotel & Resorts - Austin, TX  
May 2003 to October 2008

Check to ensure that appropriate changes were made to resolve customers' problems.

- Determine charges for services requested, collect deposits or payments, or arrange for billing.
- Make and confirm reservations for transportation and accommodations, using telephones, faxes, mail, and computers.
- Prepare customer invoices and accept payment.
- Answer inquiries regarding information such as schedules, accommodations, procedures, and policies.
- Determine whether space is available on travel dates requested by customers, assigning requested spaces when available.
- Answer inquiries regarding information such as schedules, accommodations, procedures, and policies.

## **Education**

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### **High school or equivalent**

Manor High School - Manor, TX  
1989 to 1993

## Skills

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- Scanning documents (1 year)
- Filing (3 years)
- Fax (3 years)
- Mail sorting (3 years)
- Processing applications (1 year)
- Call Center (2 years)
- Caisher (3 years)
- Powerpoint (1 year)
- Microsoft word (2 years)
- Kitting (2 years)
- Collections (2 years)
- Copy Machine (4 years)
- Customer Service (4 years)
- Documentation (1 year)
- Inventory (2 years)
- Inventory Control (2 years)
- Quality Control (2 years)
- Typing (2 years)
- Windows (1 year)
- Logistics (3 years)
- Rf scanner (2 years)
- Fedex shipping (3 years)
- Ups shipping (3 years)
- Pick/packer (4 years)
- Order fulliment (3 years)
- Picker Packer
- Warehouse Associate
- Picking Packing
- General Labor
- Shipping Receiving
- Housekeeping (4 years)
- Excel
- Word
- Cash Register
- Cleaning
- Communications
- Hospitality
- Microsoft Office

- Time Management
- retail sales
- Bus monitor (1 year)
- Application Support
- Special Needs
- Materials Handling
- Help Desk
- 10 Key Data Entry
- Computer literacy

## Certifications and Licenses

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### Drivers License

## Assessments

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### Workplace safety — Proficient

April 2022

Using safe practices at work

Full results: [Proficient](#)

### Warehouse associate — Highly Proficient

October 2021

Assesses the tendencies that are important for success in warehouse roles

Full results: [Highly Proficient](#)

### Work style: Conscientiousness — Highly Proficient

July 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Highly Proficient](#)

### Retail customer service — Proficient

April 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

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