



SOPHIA IZYDOR

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PROFESSIONAL SUMMARY

Versatile team member able to take on any required task and adapt to changing conditions with resourceful and hardworking mindset. Dedicated to business success, eager to learn more about the skills needed to advance professionally.

SKILLS

- Customer service
- Task prioritization
- Video Editing
- HTML 5
- Adobe After Effects
- Warehouse Packing Experience
- Multitasking
- Food and Kitchen Experience
- Photoshop
- Wordpress
- Adobe Premiere Pro
- Postal Service Mail Sorting
- Microsoft Word
- Housekeeping
- Illustrator
- Adobe Audition
- Cashier Experience
- Postal Service Delivery

EXPERIENCE

Housekeeper

March 2018 - Current

HAMPTON INN AND SUITES | Madison, WI

- Rendered detailed and timely cleaning services while working in fast-paced environment with multiple interruptions.
- Swept and vacuumed floors, hallways and stairwells.
- Followed proper handling procedures for chemical cleaners and power equipment to prevent damage to floor and fixtures.
- Swept and damp-mopped private stairways and hallways.
- Replaced sheets and pillowcases daily and used hospitality corners on all beds.
- Dusted ceiling air conditioning diffusers and ventilation systems.
- Coordinated delivery of extra room furniture, bedding, linen and towels to meet guests needs.
- Mopped and vacuumed floors and dusted furniture to maintain organized, professional appearance at all times.
- Supplied guests with extra towels and toiletries when requested.
- Employed deep-cleaning techniques for areas in need of additional sanitation.

Cashier

February 2017 - February 2018

Target | Madison, WI

- Worked the register and took care of costumers by ringing them up and bagging their items.
- Read weekly sales inserts and monitored price changes.
- Assisted with purchases, locating items and signing up for rewards programs.
- Processed returned items in accordance with store policy.
- Helped customers find specific products, answered questions and offered advice.
- Trained new team members in cash register operation, stock procedures Summary Skills Experience and

customer service.

Warehouse Picker

June 2016 - January 2017

PLANET WISE | New Glarus, WI

- Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.
- Aiming to leverage a proven Stocking and counting product in the warehouse.
- Examined incoming shipments to verify quality and quantity and returned unacceptable items to suppliers for refund or replacement.
- Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.
- Packed products into designated boxes, taking care to protect items from damage or shifting during transport.
- Read orders to obtain item numbers and located merchandise in bins or on shelves.
- Printed accurate labels and applied to boxes, crates and containers prior to shipment.
- Kept work areas clean, neat and organized for optimal productivity and worker safety.

Crew Member

February 2014 - May 2016

McDonald's | Edgerton, WI

- Operated large-volume cooking equipment such as grills, deep-fat fryers and griddles with caution and according to manufacturer directions.
- Taking orders through the cash register and drive thru.
- Making and preparing food in the grill area.
- Kept customer and food preparation areas clean and well-organized for maximum efficiency.
- Safely prepared, assembled and presented food to satisfy customers and fill orders.
- Mastered point-of-service (POS) computer system for automated order taking.
- Cleaned food preparation areas, cooking surfaces and utensils.
- Packaged menu items into bags or trays and placed drink orders into carriers for easy transport.

RCA

September 2020 - Current

USPS | Oregon, WI

RCAs are responsible for the safe and efficient delivery and collection of the U.S. Mail™, working part time when regular carriers have scheduled days off or take vacation days. RCAs also sell stamps, supplies, and money orders.

EDUCATION

Visual Communications

May 2021

MADISON AREA TECHNICAL COLLEGE, Madison, WI

Attending MATC for visual communications which includes work in Graphic Design, Web Design, Video and Audio work, and Concept Artwork.

Dean's List Honoree Fall 2018 Dean's List Honoree Spring 2019 and 2020, GPA: 3.5

High School Diploma

May 2016

Edgerton High School, Edgerton, WI

Education and Training

Portfolio website: sophiaizy.com