

Elizabeth (Beth) Nelson

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Professional Summary

Detail-oriented and self-motivated professional with extensive experience in housekeeping, childcare, and customer service. Skilled in managing multiple tasks independently and as part of a team, with strong attention to detail and a commitment to maintaining high standards. Adept at managing tasks efficiently and maintaining a welcoming and positive environment. Seeking a full-time position where I can apply my organizational skills, interpersonal skills, and dedication to supporting daily operations in a professional environment.

Professional Experience

Public Areas Housekeeper

Haworth Hotel at Hope College, Holland, MI

February 2022 - Present

- Responsible for maintaining cleanliness and organization of public sitting areas, meeting/event spaces, and public restrooms.
- Perform tasks such as mopping floors, removing trash, and deep cleaning as needed.
- Collaborated with management to maintain 5-star cleanliness ratings and managed cleaning tasks for 10+ areas daily.
- Work independently, demonstrating strong time management and accountability.

Temperature Taker

Tyson Foods, Zeeland, MI

April 2021 - November 2021

- Temporary position during the COVID-19 pandemic, responsible for screening employees for temperature and symptoms upon entry.
- Ensured compliance with health protocols by distributing masks and maintaining proper safety procedures.

Nanny

Saugatuck, MI

September 2020 - February 2021

- Provided in-home childcare for two children, ages 6 and 4, and assisted with remote learning during the academic year.
- Organized and facilitated educational activities, fostering a supportive and nurturing environment.
- Coordinated daily schedules and communicated with parents to maintain structured plans, demonstrating strong organizational and administrative skills.

Housekeeping Room Attendant

Holiday Inn Express, Byron Center, MI

November 2019 - August 2020

- Cleaned and maintained guest rooms, ensuring adherence to Holiday Inn's high standards of cleanliness.
- Worked as part of a team to meet daily cleaning targets and provide excellent customer service.

Lead Teacher, One's Classroom

South Central Council of Governments Early Learning Center, Trinidad, CO

January 2019 - September 2019

- Developed and implemented educational plans for children aged one year, focusing on early childhood development.
- Managed classroom operations, ensuring a safe, nurturing, and engaging learning environment for all students.
- Collaborated with parents and staff to enhance the overall quality of care and education.

Housekeeping Public Areas Attendant

Holiday Inn Express, Trinidad, CO

July 2018 - April 2019

- Maintained cleanliness and organization in public areas, including the lobby, pool, gym, and business center.
- Demonstrated strong time management skills by balancing multiple tasks and responsibilities in a fast-paced environment.

Receptionist

Jude's Barbershop Headquarters, Kentwood, MI

January 2016 - January 2017

- Greeted and assisted customers with appointments and inquiries, ensuring a positive customer experience.
- Managed phone calls, scheduled appointments, and performed administrative tasks, such as filing and data entry.
- Maintained cleanliness and organization in the reception area, contributing to a professional and welcoming atmosphere.

Assistant Teacher

Gilden Woods Early Care, Caledonia, MI | 2017 - 2018

Gilden Woods Early Care, Walker, MI | 2015 - 2016

- Supported lead teachers in lesson planning and classroom management for young children.
- Provided assistance during mealtimes, nap times, and daily activities to ensure the safety and well-being of all students.
- Collaborated with other staff to maintain a positive and productive classroom environment.

Nanny

Grand Rapids, MI | 2014 - 2015

- Provided dedicated childcare for two young children, ages 4 and 2, managing daily routines, educational activities, and household tasks.

- Communicated effectively with parents to ensure expectations were met and exceeded.

Education

Grand Rapids Christian High School
High School Diploma | 2007

Key Skills

- Excellent organizational and time-management skills
- Ability to work independently and as part of a team
- Strong attention to detail and problem-solving abilities
- Proficient in the use of cleaning equipment and supplies
- Customer service and communication skills
- Basic computer skills, including Microsoft Office Word