

Nichole Tolliver

Customer Service/ Driver

3679 Ivanhoe St. - Denver, CO 80207
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Current CDL-B ,Air Brakes, P2, First Aide, CPR, Working knowledge of Denver and surrounding areas.

Work Experience

Delivery Driver

Revolution Foods - Commerce City, CO

March 2014 to Present

Responsibilities

Load truck with cold, frozen and hot meals, map route , constant counting, push and pull up to 70 lbs constantly, use dollies and pallet jacks to maneuver through warehouse, customer service, pallet jack, dollies

Bus Driver

Aurora Public School - Aurora, CO

February 2013 to November 2013

Pre/Post trip, Communicate with students, staff and parents. Adhere to D.O.T regulations, pickup and drop off students on a scheduled route, tie down wheel chairs, operate lift, map out route and knowledge of the Denver and Aurora area, pick up and deliver district mail, input time worked into Oracle program

Bus Driver

Cherry Creek Schools - Aurora, CO

October 2011 to January 2013

PRE/POST trip bus, map route, adhere to D.O.T regulations, good Customer service skills, tie down wheelchairs, op see rate lift, communicate by two way radio, clean and fuel bus daily

Health Technician/

Denver Public Schools - Denver, CO

August 2008 to February 2010

Health Technician/Para

- o Input student's information into the online charts
- o Checked in and out students
- o Cleaned wounds and made appropriate calls home
- o Administered Medication as prescribed by doctors

- o Assisted teachers in teaching to get children on correct levels of learning
- o Adhere to Policies and Procedures

Phlebotomist Intern

Qwest Diagnostic - Highlands Ranch, CO

April 2008 to April 2008

- o Performed 25-30 draws in an 8 hour shift
- o Performed pediatrics and geriatrics draws
- o Collected specimens for further analysis
- o Collect urinalysis

Coach

USA Transit - Denver, CO

April 2007 to October 2007

Driver/Supervisor

- o Supervised up to 48 drivers
- o Dispatched to drivers and road supervisors
- o Clocked in and out drivers
- o Collected money at the end of drivers shifts
- o Assigned buses and generated manifest
- o Typing and filling out accident reports

Customer Service Representative

Convergys - Denver, CO

October 2005 to December 2006

- o Answered 45-50 calls in regards to RX drug plan
 - o Performed good customer service
 - o Enrolled Elderly Individuals into Medicare RX plan
 - o Typing, Internet Explore
 - o Handle sensitive information
- Add Education

Education

Emily Griffith Opportunity School

2008

Diploma in Medical Assistant

Concorde Career College

Certifications

CPR, First Aide

February 2013 to February 2015

Additional Information

Qualifications

- o 10 years of customer service experience**
- o Strong Communication and Interpersonal skills**
- *CDL Class B with Air brakes**

Experience and Skills

- Ability to navigate and multi-task with various applications while conversing with the customer**
- Answer multi phone lines**
- Type 35 wpm, office machines**
- Medical Terminology**
- Filing, organizational skills**
- Windows, Word, Excel**
- Ability to work well with others, punctual, attention to detail, and a jovial personality**
- CPR and First Aide Certified**