

Brianna J. Grenham
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Objective: To obtain a position that will enable me to use my strong interpersonal skills, educational background, and customer service experience.

Skills

Customer service skills: able to use excellent interpersonal skills to generate workable solutions, resolve complaints and build relationships with customers.

Highly adaptable, reliable and upbeat, who is open to new ideas and committed to excellence.

Flexible team player that is confident and hard-working.

Computer-literate performer with extensive software proficiency covering a wide variety of applications.

Microsoft Office Suite, Adobe, Internet search engines, social networking sites.

Education

Colorado State University, Fort Collins, CO

Currently a student in pursuit of Bachelor's degree.

Work experience

Kona Ice, Fort Collins, CO

Summer 2012 & 2013

Driver - Drove truck to fundraising events, birthday parties, and through neighborhoods, created custom shaved ice cones for customers, responsible for stocking and cleaning truck.

Paws For A Spa, Brighton, CO

Summer 2011

Receptionist – Answered phones and scheduled appointments, handled cash transactions, and learned the basics of pet bathing to fill in for absences.

Wal-Mart, Brighton, CO

Summer 2010

Bakery Sales Associate – Baking breads and donuts, stocking sales floor, washing dishes.

Elitch Gardens, Denver, CO

Summer 2009

Attractions Team Member – Sales, creating custom airbrush tattoos, cash transactions.

J C Penney's, Thornton, CO

Summer 2008

Customer Service Representative – Assisting customers, sales: cash & credit transactions, inventory, fitting rooms and keeping the sales floor and store room neat and orderly.

In home Child Care of children 3 to 10 years old, Brighton, CO

2004-2010

Ensured a safe and enjoyable environment for children in my neighborhood.
Provided nutritional food and fun activities.

Volunteerism

Immaculate Heart of Mary Church, Northglenn, CO

2002 -2007

Church Server: Actively trained to help priest and master of ceremonies to prepare for church services, help priest with mass rituals and clean up afterwards.

Assisted with special masses coordinating with ushers and Eucharistic ministers

Lead Server: Training and supporting new servers.

Denver Museum of Nature and Science, Denver, CO,

2006-2007 Interacting with and educating visitors regarding “Hall of Life” and “Rocket Science” exhibits.

Thornton High School Drama Club, Thornton, CO

2008-2009 Created Drama sets which included a variety of props and scenery.

Thornton High School Marching Band, Thornton, CO

Summer 2010

Instructing high school students how to march in coordination with a competitive and excellent marching band.

Providing individualized teaching of new students to woodwinds section of the marching band.

References furnished upon request.