

Paula K. Reed
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SUMMARY

Strong commitment to provide quality work and meet needs of customers
Consistently maintain professional demeanor; teamwork is a demonstrated attribute
I am a hard worker, fast learner, motivated and will except challenges readily

EXPERIENCE:

April 2014 **Remedy Staffing**
To Present
Temporary Employment – Various jobs

February 2013 **Corporate Images**
To March 2014
Customer Service Manager
Worked in an embroidery/screen printing business assisting customers. The duties included follow up with customers, calling businesses to obtain new business, provided quotes/presentations to customers.

February 2010 **Centerplate**
To January 2013
Concession Supervisor
Supervise food/beverage preparation and delivery at Sports Authority Field. Complete pre counts and ending counts of products. Complete audits and at the end of the event balance the cash to inventory for concessions stands.

July 2009 **Thirdway Center**
To January 2010
Office Manager
Prepared all new resident paperwork, maintained all resident files, assured that all records met state guidelines, assured that the facility met all state codes, maintained all vehicles records, responsible for all petty cash and facility checking account, tracked all monthly reports to assure these reports were completed in acceptable standards, made and tracked all resident medical appointments

March 2008 **Aramark Food Services**
July 2009 **Coors Field-HR Assistant**
Interviewed, hired new employees, completed all new hire paperwork, maintained all personnel

files, scheduled employees for events, tracked all employee training, assisted with personnel issues, completed all necessary paperwork

October 2005 **Allen Company**

To March 2008 Receptionist

Handled all incoming calls, assisted with shipping orders in the computer, responsible for filing needs, made daily deposits, picked up mail and distributed mail, prepared mailed items

February 2003 **Aramark Food Services**

To March 2008 Coors Field – Alcohol Compliance Manager

Monitor alcohol servers to assure compliance with Aramark alcohol serving policies, completed necessary paperwork

Concessions Supervisor

Supervised concession stands assuring good product delivery. Trained new staff and handled personnel issues

Pepsi Center/Paramount Theatre –Bartender/Portable Mgr.

*Maintained stand while serving beverages. Completed beginning and ending counts
Responsible for cash drops.*

March 1998 **MatchLogic, Westminster, Colorado**

To Oct. 2002 Administrative Assistant

Assisted three department managers scheduling meetings, making travel arrangements, completed travel reimbursements, assisted with presentations, supervised receptionists, Planned company parties, organized employee volleyball and softball leagues

Receptionist

Answered incoming calls, ordered office supplies, maintained office supplies, distributed all faxes, set up conference rooms, maintained all kitchen areas, completed all UPS and FedEx shipments, distributed all mail

Jan 1993 **Support Incorporated, Broomfield, Colorado**

To Jan 1998 Day Service Program Coordinator

Ran a day program for individuals with disabilities. Hired and trained all staff. Maintained all programs to assure they met state and federal guidelines. Handled all personnel issues. CPR and crisis management instructor. Job developer as well as job coach.

March 1989 **State of Colorado, Department of Institution**

To Dec, 1992 Qualified Developmental Disability Professional

While working for the state I held two different positions. I first supervised two living units at The Wheat Ridge Regional Center. I was responsible for the training of staff and the handling for all personnel issues. Maintained all client records. Interacted with all other professionals (i.e. nurses, doctors, therapists, union representatives and affirmative action representatives). Wrote treatment plans and monitored those plans semi-annually. From working at Ridge, I went to work on a Transition Grant. Here I worked with parents and educators in various high schools throughout the State. We would identify students at risk of dropping out of school, create a plan and give resources in an attempt to assist at risk students in graduating

EDUCATION – B.S. Metropolitan State College, Human Service Major

COMPUTER SKILLS – Experienced in Micro Soft Word, Excel and Power Point