

Kendra Martin

Denver, CO

Krose_martin13@outlook.com - 720-839-7150

WORK EXPERIENCE

211 Resource Specialist

United Way - Denver, CO - March 2014 to Present

- Maintain constructive and cooperative working relationships with others
- Make follow up calls to ensure that customers received the resources that they were provided by the 2-1-1 Call Center Specialist.
- Call agencies to obtain email information to send them links within the database for them to look over to confirm their information is accurate and up to date.
- Provide great customer service to clients when speaking to them and answering all questions.

Service Clerk

Walgreens - Denver, CO - August 2013 to October 2013

Greet customers entering establishments

- Close store, general duties cleaning, cashing out • Stocking shelves
- Maintain clean and orderly checkout areas and complete other general cleaning duties

Shift Supervisor

Wendys - Denver, CO - July 2012 to June 2013

Maintain constructive and cooperative working relationships with others

- Training of all team members
- Provide service to others and work with co-workers in a friendly non-competitive environment.
- Greet customers entering establishments, take orders, and serve food
- Supervised store closing duties and counted all cash at the end of the night
- Maintain clean and orderly checkout areas and complete other general cleaning duties

COMMUNITY INVOLVEMENT

Colorado Department of Human Services State Board

- Youth advocate regarding safety net services for foster youth.

Women United Partner Alliance

- Selected out of 80 women to be a leader and roll model with in the community

EDUCATION

Emily Griffith Opportunity School

2012

ADDITIONAL INFORMATION

- Hard worker and a fast learner
- Eager to take responsibilities and very accountable
- The ability to take on new task and eager to learn