

Janet Pinkney

Highlands Ranch, CO
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WORK EXPERIENCE

Human Resources Department Supervisor

Babies RUS - Highlands Ranch, CO - September 2008 to Present

Responsibilities

Hiring of new Team members through Taleo. Process paperwork of new hires through Workday. Conduct orientation. Tracking of daily attendance.

Continuously training of all team members. Sales member and customer service cashier.

Work back of the house when needed.

Accomplishments

Promotion to HRDS.

Skills Used

Customer service Star for the day, for region.

Customer Service Representative

South Seas Data - Englewood, CO - March 2012 to October 2013

Responsibilities

Ordered equipment for Western Union agents. Tracking of FedEx deliveries for WU agents. Phone calls to Western Union agents for return of damaged equipment or closed agent locations.

Skills Used

Use of computer with spreadsheets. Word, Excel and power point.

Footwear Lead/ Running Shoe Specialist

Dick's Sporting Goods - Centennial, CO - August 2009 to February 2012

Responsibilities

Marketing of new shoes at each sports season. Sales of sport and running shoes and accessories.

Organization of backroom and shoe inventory.

Accomplishments

Socks sales exceeded each month for over 6 months.

Defender of the month & team member of the month four times throughout the 3 years.

Skills Used

Strong sales and knowledge of products. Ordering system of products not in store.

Auto Sales Consultant/ Vehicle delivery

Burt Chevrolet - Englewood, CO - October 2007 to October 2009

Responsibilities

Sales of New and used vehicles. Vehicle delivery.

Dealership receptionist.

Accomplishments

Female sales associate.

Skills Used

Knowledge of GM vehicle products. Sales of vehicles needed to make money.

Assistant Property Manager

Parc Belmar Apartments / Laramar Group - Lakewood, CO - November 2006 to October 2007

Responsibilities

Assist the Property manager in all aspects of 613 unit property. Yardi Posting of residents monthly rent payments. Process evictions as necessary. Move out inspections. Renewal of leases.

Leasing of apartments as needed.

Skills Used

Patience for high volume daily tasks of only 1 assistant for 613 units.

EDUCATION

Lee's Summit High School - Lees Summit, MO

1972 to 1976