

## KATHRYN HEINRICY

**OBJECTIVE** I am a hardworking, dependable employee who is performance driven and always trying to better myself. I'm proactive and can take on a leader's role to complete the task at hand. I'm very goal oriented and highly motivated so I like to set what I would like accomplished with good time management, and work efficiently to complete the job given. I'm passionate at what I do and work my hardest to progress in anything I attempt.

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### SKILLS & ABILITIES

- Medassets System
- Microsoft Office
- Customer Service
- Management
- On Call
- Ability to work in a team structure
- Organization
- Interpersonal Skills
- Cash Sales
- Adaptability/Flexibility
- Professionalism
- Willingness to learn
- Highly Motivated/Goal Oriented

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### EXPERIENCE

#### **INDEPENDENT CONTRACTOR (OMNICARE), POWERFORCE SOLUTIONS**

October 2014 - Current

Delivery Driver For medication to Nursing Homes and Homes.

#### **HR/STAFFING SPECIALIST, RAPID TEMPS INC.**

June 2013 - September 2014

-Recruiting and Staffing Per Diem for long term and short term contracts for nurses and allied staff to the major Hospitals and Nursing Homes around Colorado.

-Conducted interviews, hire people, and make sure they are compliant for the HealthOne and Centura Health Systems.

-Verifies drug screens, runs background checks, verify employment, education, and licesure of all staff.

-Experienced with On Call shifts over night

- Face to face Customer Service
- Over the phone Customer Service

**HOSTESS, DAVE AND BUSTERS**

April 2011 – June 2013

- Escorted guests to their table in the dining room
- Face to face customer service

**CASHIER, THE CHEESESTEAK CONNECTION**

April 2010 – April 2011

- Daily Cash Transactions
- Face to face customer service

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**EDUCATION**

**GEORGE WASHINGTON HIGH SCHOOL, DENVER COLORADO - HIGHSCHOOL DIPLOMA**

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**REFERENCES**

**ROB MAYFIELD**

Manager, Dave and Busters  
303-759-1515

**DENISE SMITH**

Branch Manager, Rapid Temps  
303-525-8939

**KATRICE RYAN**

Co-Worker, Dave and Busters  
303-246-4789