

Jo D. Chase

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Work Experience

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| 2010 – 2014 | Grandrabbits Toy Shoppe | Broomfield,CO |
| | <ul style="list-style-type: none">• Sales associate• Involved in daily essential customer service protocol for all store locations such as, greeting and guiding each customer, assisting at registers, and completing gift wrap of purchases.• Responsible for creating and staging store product, stocking all sections of merchandise, and fulfilling all required inventory duties.• Preform and administer managerial duties including; opening and closing procedures, ordering supplies, set up and reconcile cash drawers, facilitate interviews for seasonal hire and assist in all employee training. | |
| 2003-2009 | OshKosh B’Gosh | Loveland, CO |
| | <ul style="list-style-type: none">• Sales associate• Greet and assist all customers in a friendly and professional manner.• Assist customers at register with final sales, returns, exchanges, and special promotions.• Carry out various opening and closing tasks.• Responsible for moving merchandise from stock room to sales floor, set up/tear down displays.• Merchandise markdown, store appearance, and inventory.• Involved in all aspects of shipping and receiving. | |
| 1999-2000 | McData Corporation | Louisville, CO |
| | <ul style="list-style-type: none">• Mechanical assembler• Labeled, performed final assembly, and inspected data storage units.• Packaged spare parts for shipping. | |

Education

- 1971 Graduate of Boulder High School Boulder, CO

