

## **Jessie Valdez**

8277 Mitze Dr.  
Denver, CO 80221  
720-252-3107  
JJV1927@yahoo.com

### Objective

I am a friendly, loyal and clearly dedicated individual who has an ambition to succeed in any given environment. I love to learn and I am always up for a new challenge whatever the situation. I am seeking a position where I can develop and excel while giving my best to an employer.

### Work Experience

#### URBAN LENDING SOLUTIONS

11802 Ridge Parkway 720-437-5740

Document Processor 6/2013-8/2014

Document processor is responsible for processing borrower documents in our urban loan tracking system as well as organize, image and index electronic documents.

#### IBM/AT&T

6300 Diagonal Highway 1-866-379-2552

Delivery Specialist 8/2012-2/2013

Creating and updating case statuses. Contacting vendors such as Oracle to get customer maintenance windows and dispatching field engineers to go on-site to fix servers that are having software/hardware errors. Microsoft word and excel spreadsheet reports of completed jobs

#### RADIO SHACK

1275a E 1<sup>st</sup> Ave. 303-464-9521

Sales Associate 12/2010-7/2011

Selling of a variety of products and services such as cell phones and activations on Sprint, At&t and T-mobile. Stocked/replenished inventory and worked POS/cash register

#### COLORADO BROADBAND

7660 East Jewel Ave. 303-745-4470

Service Technician 12/2007- 6/2010

Installation of DirecTV satellite and receivers. Serviced and repaired/replaced defective equipment with use of power tools. Inspected and tested equipment to make sure system is functioning correctly. Lead technician on weekends, responsible for scanning inventory, pulling orders and routing technicians to proper area

#### KING SOOPERS

12167 Sheridan blvd. 303-439-0113

Customer service clerk 9/2005-10/2007

Sales and services of a variety such as ticketwest, western union money transfers, cashing of payroll, personal and government checks. Developed film, printed photos and maintenance photo lab equipment. Also assisted customers with video rentals

### References

Phing Yang-720-289-2343 Former work associate

Stephanie Casillas-303-548-6035 Former manager

### Education

NORTHGLENN HIGH SCHOOL

601 W. 100<sup>th</sup> place 2000/2004 Graduated with Diploma

