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OBJECTIVE: Seeking a challenging position where I am utilizing both education and work experience.

HIGHLIGHTS OF QUALIFICATIONS:

- Strong skills in time management, prioritizing tasks, and meeting deadlines
- Expert knowledge and abilities in verbal and written communication
- Organized and detail-oriented
- Ability to remain professional, focused and aware during stressful environment
- Proficient in Microsoft applications & Internet

RELEVANT EXPERIENCE

Communication & People Skills

- Articulate and effective working with people of different backgrounds and temperaments.
- Cooperatively work with others to produce and deliver required work.
- Consistently maintain a positive attitude and enjoy helping people.

Organization & Time Management

- Problem solver who grasp complex situation and turns them into manageable tasks.
- Produce quality work under extreme time pressure and deadlines.
- Years of successfully managing and organizing personal time and workload.

WORK HISTORY

ACME Brick 2014

Brick line packager and packaging machine operator.

United Parcel Service 2014

Sort small packages according their state code and box labels.

Mile High Orthotics 2013

Fabricate prescribed orthotics using various types of materials and specified accommodations with some being unique to the doctor's preferences.

Graebel Van Lines 2012-2013

Load and unload trucks from boxes to furniture. Transporting loads to certain locations and unloading within given time limits.

ESM Student Lifecycle Solutions 2011- 2012

Answer client calls and gather information for education programs. Establish a relationship with eligible Clients so that service can be provided and program goals and priorities can be attained.

Famous Footwear 2008 - 2011

Greet customers and ascertain what each customer wants or needs. Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

Education

- Gateway High School – Colorado – Diploma Earned 2009
- Pickens Technical Institute – Colorado - Certificate of Design Received 2009
- The Art Institute of Colorado Area of Study Visual Effects and Motion Graphics

