



Chellie A Hart
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OBJECTIVE

I am seeking the opportunity to find a career in which I can become an asset and grow within the company.

WORK EXPERIENCE

Administrative Assistant

Precision Industrial Contractors, Inc. - Brighton, Co- July 2014- February 2015

Performing a variety of tasks that include: Answering phones and transferring to appropriate destinations, preparing T&M and lump sum billings, reconciling monthly business credit cards statements, creating pre-qualification applications for bidding jobs, assisting in sales support, creating various spread sheets, ordering and printing drawings for major projects, assisting in applying for Contractors Licenses around the state of Colorado, data entry, scanning, filing, emailing reports, mail distribution, ordering office products, maintaining and kitchen, supply rooms, attending sales meetings, and running errands for project managers and company clientele.

Customer Service Representative

Bank of the West - Arvada, CO - July 2012 to June 2014

Performing outstanding customer service while handling large money transactions, cashing checks, depositing, withdrawing, wiring, and transferring money. Explaining/printing bank statements, filing, scanning, faxing, and copying customer account paperwork, closing accounts, referring customers to other bank of the west products that best serve their needs and calling customers to follow up on our services, leading in bi weekly service huddles, counting down teller drawers and balancing vault.

All Purpose Food Clerk/ Management

Safeway - Fort Collins, CO/ Alamosa Co - July 2002 to March 2012

Checker: Ringing up customers, bagging groceries, running the cash registers.

Customer Service: Taking care of refunds/exchanges, ringing up lotto sales/ western union/ making money orders, dealing with customer complaints/ questions/ inquiries, answering phones and taking messages.

Bookkeeper: Counting down drawers, counting money in the store safe, ordering money, making bank deposits, pulling reports, reading sales, finding daily short or overage's, fixing product codes that were used improperly, entering data in computer, keeping track of time and attendance/ time clock readings, receiving lotto shipments, and emailing reports to the district office.

Manager (head clerk): Running the store while store manager is gone, walking through all the departments and documenting store inquiries, fixing problems, keeping track of sales, delegating store duties to department managers and courtesy clerks, checking emails for important announcements/ product info./ product recalls, sending emails and certain reports to the district manager, attending conference calls, leading in daily service huddles, scanning out of stock items and refilling them, making price tags, weekly scheduling, vacation planning, dealing with employee issues and disciplinary actions.

ACCOMPLISHMENTS

- . Received two gift cards on two separate quarters for superior customer service
- . Received a certificate for attending a Safeway leadership seminar
- . Promoted to Management



EDUCATION

Associates in CMA
College America - Fort Collins, CO
August 2003 to June 2004

High School Diploma
Alamosa High School- Alamosa, CO.
September 1996 to May 2000

SKILLS

Excellent customer service, strong word/ excel/ outlook experience, training experience, catch on very quickly to new jobs and tasks, reliable, and able to multi- task.

REFERENCES

Cree Devoe- Customer Service Manager
Bank of the West
Arvada, Colorado (303) 218-7018

Mark Martinez- Store Manager
Safeway
Alamosa, Colorado (719) 587-3075

Janessa Fernandez- Customer Service Assistant
Bank of the West
Arvada Colorado (303) 329-5049

Roselie Barela-Financial Advisor
Adams State University
Manassa, Colorado (719) 580-3874

Cheryl Mann- Administrator
Precision Industrial Contractors
Aurora, Colorado (470)269-4397

Allison Adams- Financial Advisor
Bank of the West
Broomfield, Colorado (720) 971-3527