

# Abigail Booth

Fort Collins, CO 80524

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Bartender**

Elks Lodge - Fort Collins, CO - 2016-04 - Present

Banquets tend bar provide excellent customer service.

### **Retail Service Specialist**

O'reilly Auto Parts - Cheyenne, WY - 2015-04 - 2016-01

provide excellent customer service by finding the right part the first time, manage employees, inventory, open and close store, count money, do bank deposits, paperwork, Do returns, cores, warranties.

### **Machine Operator**

Newell Brands - Shelbyville, TN - 2012-08 - 2014-10

Lead A team to run machine's/ packaging/ Displays

package for newell rubbermaid for example sharpies, provide production of 100 percent or more, provide quality, also build displays for business such as Wal-Mart. lead a team to run a machine. The machine i rsn had the highest turnover rate in the building, Lead A team to ensure good quality products, Load blisters, Changeover heat plates, enforce safety regulations at all times.

owner/operator

Abby's in home care

January 2004 to January 2011

Provide care for elderly, such as clean, bathe, feed, run errands, provide Medicines. also ran. a cleaning business cleaned mostly for realty companies.

### **Production Worker**

Newell Brands - Shelbyville, TN - 2012-08 - 2014-10

### **Leader**

Newell Brands - Shelbyville, TN - 2012-08 - 2014-10

Lead a crew on a machine highest turnover rate in the warehouse and in 2 years only missed production goal once and had one quality mistake.

### **Bartender**

Green valley lanes - Green Valley, AZ - 2004-07 - 2011-10

provide excellent customer service skills, cook snack foods, provide correct amounts of alcohol to provide more sales to the company. clean the entire bar, restrooms, etc. cashier, handle money.

### **Bookkeeper**

Sutler landscaping - Green Valley, AZ - 2004-08 - 2004-12

Payroll, Bookkeeping, keep track of invoices current and past due.

### **Asst. Manager**

EJ Pope & Son - Jacksonville, NC - 1996-01 - 2000-01

Provide excellent customer service, audit, stock, update gas prices, operated a 24 hr. Store for a week with just my manager.

### **Airport Security Screener**

Andrews International - Andrews AFB, MD

Learn how to locate timing devices, monitor the grounds, monitor and screen luggage.

## EDUCATION

### **GED**

Shelbyville Adult Learning Center - Shelbyville, TN

2012

Sahuarita High School

1996

## SKILLS

CUSTOMER SERVICE, RECEPTIONIST, RETAIL SALES, INVENTORY, PACKAGING, Machine Operator, Money Handling, Auditing, Asset Management, Leadership Development, Office Manager

## AWARDS

### **Certified auto parts specialist**

2015-09

Cpp certified is basically one step before ase certified it was a four step test. Certified parts professional.

## CERTIFICATIONS/LICENSES

### **Certified parts**

2015 - Present

## ADDITIONAL INFORMATION

### SKILLS

Management (6 years), PAYROLL (Less than 1 year), SIGN LANGUAGE (10+ years), Machine Operator (2 years), Packaging (2 years), Quality Control (2 years), Customer Service Skills (10+ years), Money Handling (10+ years), Bookkeeping (4 years), Assembly (2 years), Painting (1 year), Production Management (2 years), Inventory Control (1 year), Auditing (2 years), Banking (10+ years), Invoicing (2 years), Cleaning (10+ years), Office Management (1 year), Communications (10+ years), Collections (1 year), Housekeeping (10+ years), Conflict Resolution (2 years)

