

# Abigail Brenner

## **Customer service representative**

Cheyenne, WY

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7204096263

i am seeking long-term employment. My experiences and training include responsibilities as a Cashier (retail)/Customer Service Representative, Managing (sales), Enrichment Coordinating, Child Care Provider (infants & toddlers +), Painting/ Drywall and Serving/Hosting (FOH). I am willing to try new things and I always try do my best while maintaining a well organized work station.

Authorized to work in the US for any employer

## Work Experience

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### **Receptionist**

Squires Solutions - Fort Collins, CO

September 2016 to November 2016

Answer phones, schedule appointments, help with meetings, office work, computer work.

### **Server (then promoted to) Enrichment Coordinator**

Longmont Regent/Holiday Retirement - Longmont, CO

March 2016 to September 2016

Served patients at the center. Took orders and placed them. Planned activities, field trips, and events ( educational & fun). Enriched the lives of our amazing residents!

### **Cashier**

G&D Party Store - Cadillac, MI

February 2016 to March 2016

Food handling, money handling, and customer service for Pizza and liquor store.

### **Rubber Injection Machine Operator**

PAULSTRA - Cadillac, MI

January 2016 to March 2016

Operating a rubber molding machine that produces vehicle parts at an antivibration parts factory.

### **Hostess**

Jerry B's - Kenedy, TX

August 2015 to October 2015

Seating guests, busting tables, getting drink/food orders, any customer service needed.

### **Cashier**

Tiger Tote - Kenedy, TX

September 2014 to May 2015

Checking customers out, cleaning, all customer service, and helped with the deli.

**Dairy Stocker**

Reynolds Market - Sidney, MT  
November 2013 to January 2014

Stocked dairy department and any customer assistance needed.

**Cashier**

Shopko Hometown - Sidney, MT  
October 2012 to January 2013

Cashier, stocking, cleaning, and any customer assistance needed.

**Childcare Provider**

Small World Daycare - Sidney, MT  
July 2012 to September 2012

Teaching and caring for toddlers.

**Childcare Provider**

Ami's Angels - Cheyenne, WY  
April 2009 to June 2011

Prepared meals, organized games and crafts, and cared for young children.

**Painter**

Fred's Drywall - Cheyenne, WY  
January 2005 to May 2009

Indoor and outdoor painting, drywall, cleaning, and occasional yard work.

**Education**

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**Diploma in General Studies**

Frederick Senior High School  
May 2012

**Skills**

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Basic Computer Skills, Management, any and all Customer Service. (8 years)