

# Addie Gray

Fort Collins, CO 80526

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Authorized to work in the US for any employer

## Work Experience

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### **Owner**

Crafty Queen Bea - Fort Collins, CO

June 2006 to Present

- Order & maintain supplies
- Advertising & public relations
- Create patterns & stencils
- Assemble crafts
- Bookkeeping & billing
- Run fair booths
- Take & process orders
- Customer-service
- Maintain online stores-almost 18,000 followers (photography, photo-shoots, editing, shipping)

### **Family Business(in hiatus)**

Reale Deal Lawn Care Services - Fort Collins, CO

February 2021 to August 2021

- Scheduling
- Customer-service
- Landscape design
- Gardening)yard work
- Clean-up

### **Family Business(on hiatus)**

Cananova - Fort Collins, CO

January 2020 to August 2021

- Cigar assembly
- Advertising
- Customer-service
- Photography
- Photo-shoots
- Shipping/receiving

### **Office work/landscape**

Raque's Home Turf - Fort Collins, CO

July 2006 to November 2011

- Clerical work

- Answered phones & dispatched crews
- Billing & employee/client records
- Customer-service
- Writing up estimates & scheduling work
- Landscape design
- Gardening & installation

### **Casheir**

The Home Depot - Fort Collins, CO

March 2006 to July 2006

- Cash register
- Customer-service
- Display
- Returns
- Managed til
- Learned/used extensive knowledge of products like tools, appliances, etc.

### **Waitress**

Waffle House - Fort Collins, CO

December 2004 to June 2005

- Waited tables
- Cash register
- Customer-service
- Bussing
- Cleaning&washing dishes

### **Cashier/Food Prep**

Schlotsky's - Fort Collins, CO

October 2003 to December 2004

- Prepared food
- Sliced & worked deli
- Cash register
- Stocked goods
- Customer-service
- Cleaning & closing duties

## Education

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### **High school diploma**

Fort Collins, CO

September 2002 to April 2005

## Skills

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- Cleaning
- Slicer-certified

- Customer-service
- Photo-shoots
- Editing
- Multi-disciplinary artist & crafter
- Photography
- Social media management
- Writing skills
- Oracle

## Certifications and Licenses

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### **Meat-slicer certified**

December 2006 to Present

## Assessments

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### **Work style: Reliability — Proficient**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Sales skills — Proficient**

September 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Retail customer service — Familiar**

September 2021

Comprehending and responding to retail customer needs

Full results: [Familiar](#)

### **Work style: Reliability — Proficient**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Food service: Customer situations — Proficient**

September 2021

Ensuring customer satisfaction and prioritizing tasks in a food service setting

Full results: [Proficient](#)

### **Workplace safety — Familiar**

September 2021

Using safe practices at work

Full results: [Familiar](#)

## **Manufacturing fit — Proficient**

September 2021

Measures the traits that are important for success in manufacturing roles

Full results: [Proficient](#)

## **Retail customer service — Familiar**

September 2021

Comprehending and responding to retail customer needs

Full results: [Familiar](#)

## **Food safety — Proficient**

September 2021

Knowledge of proper food and equipment handling safety measures

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.