

Aida Templeton

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I am currently a receptionist/manager of smart start for ASR automotive in Fort Collins. I thrive in high intensity settings. I am adaptable and driven with a strong work ethic. I have the ability to blossom in team-based or individually motivated settings, while keeping a bubbly personality. I am eager to expand my knowledge and experience. I have been a trilingual customer service representative for 3+ years. The languages I speak include English (Fluent), Spanish (Fluent), and Sign Language (Intermediate).

EXPERIENCE

ASR Automotive Service and Repair - Fort Collins, Co

JUNE 2021 - PRESENT

I represented ASR Automotive as a receptionist/ manager of Smart start ignition interlock. This involved printing and signing contracts for customers, as well as having monthly meetings with our regional representative. I managed employees to ensure that all the jobs were done correctly and in a timely manner. While doing this, I answered incoming phone calls, kept up with inventory, worked the front desk, and was trusted to run payroll bi-weekly. In addition to these tasks, I have gained experience with Excel, Word, and Quickbooks.

Lonchera Yolanda LLC- Fort Collins, CO

AUGUST 2018 - JUNE 2021

I maintained a consistent quality and high accuracy when preparing identical dishes every day as well as handling money. Daily operations included cooking on a grill, taking clients orders, preparing the meals, and keeping up with inventory.

Jerome Construction LLC-Fort Collins, Co

AUGUST 2017- JULY 2021

During my time working at Jerome Construction I learned to speak with clients and build relationships with them. I would create different presentations with their invoice to accommodate their interest/ learning preference. I would also collect money at the end of the projects as well as contact the client a few weeks later to make sure that everything was still in order.

Expected May 2024 GED, Front Range Community College- Fort Collins, Co

This course is run through Front range College. Taught by 2 professors who educate us in social studies, math, science, and language arts. These classes are taught via Zoom every evening throughout the week. I expect to complete this course by the summer of 2024 and receive my GED.

SKILLS

- Trilingual- English, Spanish, and Sign language
- Working collaboratively
- Strong organizational and analytical skills
- Risk Taker
- Friendly, positive attitude
- Critical thinking
- Reliable and trustworthy
- Excellent communication skills

Certificates

BG Kenz and Leslie

Smart Start Interlock
Tech/ Management