

Alethea Roshak

Lakewood, CO 80232

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Positive and experienced individual with tons of ambition. Answering phones and greeting costumers with an easy. Taking extra time to make sure ever detail is perfect. Always ready and able to help co workers and managers. Ready to help the team take on any project with success. Please take a moment to read the rest of this resume and contact me for an interview.

Authorized to work in the US for any employer

Work Experience

Front Desk Receptionist

Hearing Care Solutions - Greenwood Village, CO

January 2022 to March 2022

Answering the phone, sending voicemails for management. Helping the consumer's with the questions and concerns. Helping the break room and front area clean and neat. Being reliable loyal and helpful to my co workers.

Budtender

Mammoth farms - Denver, CO

September 2021 to December 2021

Always checking to make sure the drams and bags are stocked.
Cleaning the show room at beginning and end of shift.
Always helping my co workers to make the company its best.

Sales Representative

E Z Pawn - Arvada, CO

August 2019 to June 2021

Following the phone dialogue for incoming calls.
Greeting and helping costumers with anything I can.
Making sure all the inventory is checked in properly.
Opening and closing the store to assure it meets managers needs.

- Supervised cashiers and register transactions
- Sold Jewelry electronic
- Answered product and service related questions
- Made outbound calls to prospective customers
- Provided outstanding customer service

Administrative Assistant

O'Meara Ford - Northglenn, CO

February 2016 to July 2019

Take on any extra fallow up calls the call center needed help with. Helping the used car managers enter new inventory. Always check and make sure paper work is stocked. Walking around the showroom from

time to time and making everything tidy. Returning phones calls and emails I received after hours. Doing anything I needed to do to make the company flourish.

Education

High school diploma or GED

Westminster - Westminster, CO

May 2004 to May 2008

Skills

- Customer service (5 years)
- Front Desk
- Assistant Manager Experience
- Cash Handling
- Cold Calling
- Retail Sales
- Administrative Experience
- Merchandising
- Cleaning Experience
- Marketing
- Data Entry
- Guest Services
- English
- Intake
- Filing
- Dealership experience
- Medical terminology
- HIPAA
- Time management
- Microsoft Office
- Workday
- Windows
- Research

Assessments

Work style: Reliability — Proficient

February 2021

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

Full results: [Proficient](#)

Customer focus & orientation — Highly Proficient

September 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Work motivation — Proficient

February 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Work style: Conscientiousness — Proficient

February 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Manufacturing fit — Highly Proficient

April 2021

Measures the traits that are important for success in manufacturing roles

Full results: [Highly Proficient](#)

Medical receptionist skills — Proficient

December 2021

Managing physician schedules and maintaining accurate patient records

Full results: [Proficient](#)

Customer service fit — Highly Proficient

January 2022

Measures the traits that are important for success for customer service roles

Full results: [Highly Proficient](#)

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

Additional Information

Skills:

- Respond to emails
- Greeting
- Answers phone