

Alexandria Nieto

Arvada, CO

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I am a hardworking, dedicated worker looking to obtain a position where I can expand my skill set and grow as an employee.

WORK EXPERIENCE

Supervisor/Manager

The Comfy K9 - Northglenn, CO - February 2014 to January 2015

Guided the assigned team as per company standards

Trained and educated employees

Assigned duties/shifts to different employees

Coordinated with front of house supervisor in hiring the appropriate individuals

Conducted meetings before and after work, which included praising individuals as well as clarifying various areas that they need to work on.

Maintained and documented work completed on a daily basis; presented the report to the management.

Technical Support

Apple - Boulder, CO - February 2013 to January 2014

Answer incoming calls regarding Apple iOS products, such as iPhones, iPods, and iPad

Troubleshooting, repairing, or replacing devices

Transferring calls to correct location

Return calls to customers

Set up appointments

Gather credit card and billing information

Receptionist/Administrative Assistant

Adams 12 Five Star Schools - Thornton, CO - August 2013 to September 2013

Answer incoming calls from district employees regarding password resets and computer issues

Submit tickets to the IT personnel to take care of the issue

Transferring calls to correct location

Return calls to customers

Data Entry

Customer Service Representative

Valero Corner Store - April 2012 to February 2013

Greet Customers

Up sell products

Accept Payments for Purchases

Order merchandise and restock shelves

Warm and display prepared food

Clean parking lot and store

Camp Counselor

Camp Bow Wow-Broomfield - October 2011 to April 2012

Maintain order of 15+ dogs
Bathing, feeding, and medicating animals
Front Desk - Customer contact
Reconciliation of the day's deposits and credit card receipts

SKILLS

Customer Service, Microsoft Office, Purchasing, Multi-tasking, Phone, Scheduling, Communication, Data Entry, Detail oriented, Type 50wpm