

Alison Thoman

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Objective: To obtain a position using my knowledge, my willingness and my positive outlook to learn and grow within myself and your company.

Education: Associates of General Studies: **Awarded in May of 2004**
Front Range Community College - Westminster, CO

Work History:

Costco **Thornton, CO** **November 2016-December 2016**

Baker/Boxer/Merchandiser (Seasonal)

- Helped with baked goods
- Boxed product and groceries
- Put away product and shelved merchandise

Martin Marietta (through Robert Half) **Commerce City, CO** **May 2016-October 2016**

Scale House Associate (Temp)

- Weighed delivery trucks
- Logged truck contents
- Dispersed information to truck drivers prior to route

Bill Clark's Truck Line **Commerce City, CO** **September 2015-May 2016**

Office Assistant

- Answered incoming calls
- Prepared dispatch sheet on an as needed basis
- Performed data entry for all bills
- Prepared for morning deliveries
- Make timecards on a biweekly basis

Home Advisor **Golden, CO** **June 2012-March 2015**

Home Owner Inbound Specialist

- Answered and assisted customers by phone to achieve their needs and to connect them with the right contractors
- Entered data information about customer, establishing a file on their behalf to inform contractor of their goals to achieve complete customer satisfaction
- Checked and verified all information on contractor to ensure the customer complete satisfaction
- Transferred customer to contractor when all data was completed

Home Depot **Firestone, CO** **February 2001-March 2012**

Line Manager

- Established and delivered monies for registers daily
- Focused on establishing customers' needs and solutions
- Adjusted discount and markdown at any given moment
- Provided management skills and customer service to assist in other departments

Special Service Associate

- Prepared reports and ensured all departments were updated
- Built special orders to accommodate customers' needs
- Supported as a backup cashier
- Counted register in preparation for morning bank deposits

Parks College **Thornton, CO** **February 2000-February 2001**

Receptionist

- Operated a twelve line switchboard
- Entered data for all incoming students
- Organized and maintained files and current records for all students

Reference available upon request