

Amber Giles

Assistant Manager

Fort Collins, CO 80526

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My objectives in life have been always strive to the top and accomplish goals! I am a very dedicated employee and strive to always put in 110%. Attendance is very important and I live by the Motto "If your on time then your late" so I am always reliable and Early to any occasion!

Authorized to work in the US for any employer

Work Experience

Warehouse Worker/ Driver

WorldPac - Fort Collins, CO

February 2021 to November 2021

This is an Auto parts warehouse and I was responsible for dispatching orders to drivers, packing auto parts to dispatch out, receiving our shipment daily and putting away on the shelf, inventory counts daily to make sure inventory was correct.

Medical Courier

Action Stat Logistics - Loveland, CO

November 2020 to February 2021

Picking up specimens from numerous locations and delivering to Denver Department of Health.

Medical Courier

Hospital Couriers Corporation - Fort Collins, CO

March 2019 to May 2020

Picking up specimens from one location to another. Hospitals and other medical facilities

Assistant Manager

ENVIROTEST LTD - Dacono, CO

July 2015 to February 2019

We are a company that does Emissions on your vehicle. Job duties are Cashier, Driver, and manage the station including paperwork. I make sure my employees are taken care for their lunches and whatever else they need. It is very High paced and I'm out in whatever weather we may have.

Cashier

The Home Depot - Brighton, CO

July 2014 to May 2015

I am in charge of making sure that the customer gets fantastic customer Service and checking the customer out. I handle many different situations from angry to happy customers. I handle a lot of Money throughout the day.

Ticket Agent

Parking Authority - Denver, CO

February 2014 to June 2014

I was in charge of going out to properties and writing tickets on vehicles that were in violation of parking rules via the property management. I was also in charge of having vehicles towed if needed.

Senior Resource Center

Care Giver

February 2013 to February 2014

3227 Chase St. Wheatridge CO

I went to clients homes and took care of their needs such as cleaning, bathing, dressing, feeding, and preparing meals and whatever living needs they needed.

Home Maker

People Oriented

May 2005 to February 2013

Skills

- Great Customer Service
- People Oriented
- Hard worker

- | [Type your phone number]

Education

Certification in Pharmacy Technician

Lakewood college

2012

Associates in Criminal Justice

Education America

2004

Skills

- Key Holder (3 years)
- Customer Service,Microsoft office, Excel,Microsoft Word (10+ years)
- Retail Management (2 years)
- Inventory (1 year)
- Training (5 years)
- Sales
- Scheduling (5 years)
- Management Experience,Scheduling (5 years)
- English (10+ years)

- Basic math (10+ years)
- Courier (3 years)
- Delivery Driver Experience (3 years)
- Supervising Experience (5 years)
- Windows
- Front desk
- HIPAA (5 years)
- Typing
- Filing
- Caregiving (2 years)
- Writing Skills (10+ years)
- Time management
- Home care
- Intake
- Customer service (10+ years)
- Google Docs (5 years)
- Clerical experience (4 years)
- Hand tools
- Leadership (10+ years)
- Documentation review
- Restaurant experience
- Computer skills (10+ years)
- Warehouse experience (1 year)
- Shipping & receiving
- Healthcare (4 years)

Certifications and Licenses

Pharmacy Technician

Present

Assessments

Customer focus & orientation — Proficient

February 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

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