

# Anastasia Trancoso

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## Objectives

My objective is to obtain further work experience in a business setting. Throughout my experience in the workforce I have gained a great wealth of knowledge and experience. Some of my strong attributes to a work environment are strong interpersonal communication and time management. I would like to further develop my skillset in a more business oriented environment.

## Education

### Red Rocks Community College

- ▶ Currently seeking Associates Degree in Communication

### High School Diploma – McClain Community High School

- ▶ Lead group building activities
- ▶ Organized year book committee
- ▶ Volunteered for the: Denver Coalition and, GIRLS INC.
- ▶ Leader for the La Raza youth group
- ▶ Softball for fourteen years

## Experience

### Field Representative: Wisconsin Energy Conservation Corp/Excel Energy (February 2019-Current)

- ▶ Point of contact for our trusted partners.
- ▶ Schedule meetings with Xcel teams and their trusted partners.
- ▶ Train and inform staff of our rebate programs.
- ▶ Data collection
- ▶ Data entering
- ▶ Product Knowledge

### Intern: The University of Colorado Denver ( September 2017- Current)

- ▶ Collecting data
- ▶ Surveying
- ▶ Data entering

- ▶ Driving assigned vehicle

**Team Leader** (May 2015 – July 2017 )

Jumpstreet (14500 W. Colfax Ave. Lakewood, CO 80401)

- ▶ Customer service
- ▶ Money handling
- ▶ Data entering
- ▶ Party scheduling
- ▶ Train new employees
- ▶ Host birthday parties & group events
- ▶ Facilitate employee breaks

**Party Host** (November 2013 – May 2015)

Jumpstreet (14500 W. Colfax Ave. Lakewood, CO 80401)

- ▶ Customer service
- ▶ Stock party supplies
- ▶ Communicate with food vendors
- ▶ Explain party pricing to customers
- ▶ Ensure each party is checked-in
- ▶ Serve food to each party guest
- ▶ Clean and prepare the party area

**Cashier** (December 2012 – November 2013)

Jumpstreet (14500 W. Colfax Ave. Lakewood, CO 80401)

- ▶ Greet each guest with a welcoming smile
- ▶ Explain their waiver form
- ▶ Explain pricing
- ▶ Explain the facility layout
- ▶ Money handling
- ▶ Data entering
- ▶ Stock vending
- ▶ Answering phones

**Bouncer** (September 2012 – December 2012)

Jumpstreet (14500 W. Colfax Ave. Lakewood, CO 80401)

- ▶ Greet each guest on court
- ▶ Explain rules to customers
- ▶ Ensure each guest is following the rules and policies

**Skills**

- ▶ Strong Work Ethics
- ▶ Leadership
- ▶ Team Work
- ▶ Quick Learning

- ▶ Responsible
- ▶ Reliable
- ▶ Customer Service
- ▶ Multi-tasking
- ▶ Strong Verbal Communication
- ▶ Self-Motivated
- ▶ Planning and Organizing

**Professional References:**

- Umang Khatiwada (Lead Intern for UCD)

Phone: 720-289-4647

-Michael Moriarty (Representative for Wisconsin Energy/ Xcel Energy)

Phone: 303-446-3534

-Adam Pardo (Civil Engineer Intern)

Phone: 720-217-5857