

Mandy Arlene Aragon

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Profile: obtain a full time permanent position as a Customer Service Representative; where can utilize my skills and experience to benefit the company.

- Management
 - Payroll, daily paperwork
 - Extensive Computer Literacy-
 - Word-Excel- Windows basic skills
 - Reconciled cash daily, deposits
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- Ten-key - Cash handling
 - Ability to multi-task - Employee relations
 - Cook /food service
 - Hiring/ firing - Budgeting
 - Employee evaluations - Inventory control
 - Profit & loss - Promotions
 - Purchasing
 - Training - Controlling labor & food costs
 - Health standards - Quality assurance
 - Supervision – Troubleshooting
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Education

Westwood College March 2013 - present
Denver, Co. Applied Science in Criminal Justice
Projected graduation date: Dec 2014

Work history

DPS

Bus Driver Feb 2013 –present

- Deliver students to and from school in a safe timely manner

Wimmers

QA/ Lab Tech

Aug 2009-March 2010

-Inspect area before start of production, Lab –working with chemicals for sample testing

Original Hamburger Stand

Manager

March 2004-Sept 2006

- Responsible for supervision of 15 employees making sure the store operated correctly and created a win-win situation to improve customer service to have repeat business