

BreeAnn Lopez

Milliken, CO 80543

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To obtain a full time position

Work Experience

Administrative Assistant

Pepsi Beverage Company, PEPSICO - Greeley, CO

May 2022 to Present

- Answer emails daily
- Order uniforms for all departments
- Answer phone calls
- Bill payment for Greeley location
- New hire onboarding
- I-9 completion
- Invoice orders daily for our vendors
- General office duties
- Organizing supplies
- Keep and order inventory for uniforms
- Update safety board weekly for warehouse and other departments
- Schedule wellness events for Greeley location
- Schedule employee events such as (food trucks, employee appreciation etc)
- Supply ordering (office,uniforms shoes etc)
- Set up new vendors to work with Pepsi

Booking Technician

Weld County Sheriff's Office - Greeley, CO

August 2020 to Present

- Booking tech 2
- Answer phones
- Attorney client calls
- Computer work
- Fingerprint qualified
- Screen inmate mail daily

Lead Dispatcher for Oilfield Rental and Purchasing

Grady Rentals LLC - Greeley, CO

June 2018 to March 2020

Took phone calls daily

- Organized jobs daily
- Made appointments for servicing of equipment
- Wrote out rental tickets daily for equipment

- Closed out tickets monthly for rentals and containment purchases submitted at the end of the month to Operations Manager
- Responded to emails as needed
- Wrote out tickets for containment purchase
- Scheduled layout for containment for oil field rigs and fracs such as Halliburton, Bonanza Creek, Basic Energy, Verdad Resources, High Point Resources
- Organized crews daily and informed them of jobs for the day

Customer Service

Buffalo Wild Wings - Greeley, CO
September 2015 to June 2018

Server

- Waited on guests
- Light cleaning duties

Bartender

Chili's Bar and Grill - Loveland, CO
January 2014 to August 2015

Customer service

- Server
- Wait on customers
- Light cleaning duties
- Team trainer

Customer Service

First National Bank - Loveland, CO
March 2012 to April 2014

Inbound call center

- Transferred funds, check balances, mail statements
- 25-50 calls per day

Customer Service

State Farm Insurance - Greeley, CO
August 2011 to December 2011

Inbound call center

- Insurance quotes and claims
- Answered calls from insurance adjusters
- Helped customers with questions about their policy
- 30-50 calls per day
- Temporary position

Paraprofessional

Weld Re5j School District - Milliken, CO
October 2010 to May 2011

Assisted teacher

- Worked with special education children
- Assisted with classroom activities

Customer Service

StarTek - Greeley, CO

April 2006 to September 2007

Inbound call center

- High speed internet company
- Assisted customers with billing questions
- Service and sales
- 50-80 call per day

Education

High school diploma

Roosevelt High School - Johnstown, CO

May 2004

Skills

- Microsoft Office
- Microsoft Word
- Microsoft Excel (some)
- Windows
- Computer and phone skills
- 35 wpm
- Microsoft powerpoint
- Aloha POS
- Outlook Additional
- Ambitious
- Detail oriented
- Organized
- Very dependable
- Punctual
- Easy to train
- Micros POS
- POS
- Serving Experience
- Special Education
- Upselling