

□ Brenda Wright

2544 Champa Street #5

Denver, Colorado 80204

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Objectives

To have a career helping people feel valued.

Education

BA Addictions and Mental Health (December 2010)

Metropolitan State University

- ▶ Awards: USA All-Academic Team Award 2008
- ▶ Phi Theta Kappa

Experience

Production (10/2016–still employed)

Prime Source (5250 Leetsdale Ave Denver Co. 80246)

Assembling, Packaging, Quality inspections, pulling orders, inventory

Colorado Miners (11/2011 - 4/2016

4020 Race Street Denver, Colorado company closed down

Supervised people doing community service for parole, wrote letter to judges, worked with probation officers, posted information for grants, ran many programs including the thanksgiving and Christmas program, food program for kids after school in a low income area. Resources for the community, watched over the athletics in the weight room and took payments, opened and closed the facility, word documents, excel documents, power point projects, faxing, answered the phones and gave information about the organization, tours of the facility, manager, made sure all documents were up to date and had all of the information needed for grants.

Skills

- ▶ Attention to detail
- ▶ Speed and accuracy
- ▶ Can work alone without supervision
- ▶ Take pride in my work

☐ Resume: Brenda Wright
