

Brianne Gregory

Northglenn, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Delivery Driver

Papa John's - Henderson, CO - 2017-07 - Present

I am in constant contact with customers. I have to check the quality of the food and deliver it to the customers as fast as possible. A friendly attitude and good communication are a must in this job.

Truck loader/ sorter

UPS - 2015-09 - 2017-04

I started loading trucks. Then I was promoted to a package sorter.

Secretary/Receptionist

Masterpiece Roofing - Denver, CO - 2014-03 - 2015-02

Responsibilities

I would answer customer calls and direct them to the correct person who could best answer their questions. I also started new customer files in paper form and in the database. I made sure files were constantly updated, and would obtain the missing pieces to them to get them to their next step in the process. I had some interactions with insurance companies to obtain information I needed. I had to fax in the correct information to the insurance companies regularly. I kept track of accounts and helped collect remaining balances.

Accomplishments

I had a great impact. I made sure everything was organized, which made everything easier for everyone. I was helpful with anything I could be. People knew I was a reliable, compassionate, hard working employee.

Skills Used

At this job I had to use computer skills, (i.e. microsoft word, excel, powerpoint, etc.). I also had to use people skills to make customers and insurance representatives happy. I used my organizational skills pretty often.

Cashier

Walmart - Lakeside, CO - 2012-09 - 2014-03

Responsibilities

I would help customers check out. I would make sure all the prices were correct, (checking sales, price matching, etc.). It was my job to make sure every customer left satisfied. I made sure the check out isle/station was always clean and organized.

Accomplishments

I made customers happy everyday. My management staff was very pleased with my work.

Skills Used

I demonstrated amazing time management. I had to make sure all my tasks were completed before the end of each shift while attending to customers needs. I had to learn how to use the system they were working. I also had to master giving friendly service while doing my job as fast as possible.

Cashier

Taco Bell - Broomfield, CO - 2009-10 - 2012-07

Responsibilities

As a cashier, I had to interact with customers all the time. I always make sure the customers' needs are at least met, if not exceeded. I'm very friendly and understanding. I had to defuse angry customers everyday. I made sure all the food safety rules were followed, and all the correct procedures were being used in all the day to day aspects of operating a fast food restaurant. I love to organize so as a result of that my area was always neat and clean. I also helped make orders and prepare the food before rushes.

Accomplishments

I always had good customer reviews. The food i prepared was accurate and had a good presentation. I helped get the store organized and also helped keep it that way. I took a lot of pressure off of the managers. I also trained new employees.

Skills Used

I demonstrated many skills at this job. The first one is organization. I made sure everything was rush-ready and sanitized. I would always go out of my way to make sure customers had the best experience they could. I pay close attention to detail and really give my work one hundred percent all the time.

EDUCATION

High School Diploma in High School

Prairie View High School - Henderson, CO

2006 - 2010