

Bridget Vogt

Lafayette, CO 80026

bridgetkv1987@gmail.com

(720) 453-8584

Authorized to work in the US for any employer

Work Experience

Internet Order Puller and Customer Service Rep

Lowes Company - Louisville, CO

June 2020 to Present

- Pull and stage orders
- Contact customer for current/past orders
- Audit orders
- Cashier
- Returns
- Phone calls incoming/outgoing
- Setting up delivery's for customers
- Training new employees

Front Desk/Laundry Attendant

Soapy Janes Laundry - Longmont, CO

October 2018 to April 2020

- Open store, money handling, calling all stores to ensure employees were present
- Greeting all customers, checking customers clothing in-out, answering phones, taking payments and giving price quotes.
- Working with drivers to check in their clothing route, take messages for drivers, process new customers and designate route per which area the customer lives.
- Folding and washing laundry per customer, 155 pounds per 4.5 hour shift

Housekeeping Manager

Golden West Senior Living - Boulder, CO

October 2015 to January 2017

- Supervise and manage daily operations and client relations.
- Manage staff of 8 employees including subs, delegate tasks for cleaning.
- Hiring and firing of employees
- Created & maintained employee scheduling, paychecks, and tracked hours
- Clean 550 rooms a month including daily cleaning of waiting areas
- Process inventory.

Office Manager

Christie's Design/Build Remodeling - Dacono, CO

March 2014 to May 2015

- Supervise and manage daily operations and client relations.

- Manage staff of 12 employees including subs, delegate tasks for safety.
- Created & maintained company website, blogging, and all advertising.
- Back ground check all employees, Sub-Contractor paperwork.
- Process inventory.

Education

High School Diploma

Frederick High School - Frederick, CO

May 2006

Skills

- Professional, courteous, high quality customer service. (10+ years)
- Excellent telephone skills and computer proficient. (10+ years)
- Typing 60 WPM and 10-key 10,000 KPH. (10+ years)
- Self-starter, fast learner, and detail-oriented.
- Strong employee relations and leadership experience. COMPUTER PROFICIENCY Software Applications: Microsoft Word and Excel; Adobe Acrobat; Photoshop; Internet, Quickbooks, Windows and XP (4 years)
- Housekeeping Management (3 years)
- WordPress (2 years)
- Laundry (10+ years)
- Microsoft Outlook (5 years)
- Housekeeping Management (3 years)
- Management (10+ years)
- Office Management (7 years)
- WordPress (2 years)
- Social Media Management (7 years)
- Microsoft Outlook (5 years)
- Laundry (3 years)
- Blogging (7 years)
- Order Picking (4 years)
- Search Engine Optimization (SEO) (5 years)
- Marketing (2 years)

Certifications and Licenses

Forklift Certification

Cherry Picker

Present