

# Carly Jones

Boulder, CO 80302  
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3039812546

I have experience in restaurant settings, and manufacturing settings where being prompt and reliable were a must. I was working in an office as an office manager/ secretary until the owner retired and closed business. I am anxious to take on new task and master them...

Authorized to work in the US for any employer

## Work Experience

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### **Sanitation Lead / CIP Tech**

Pressery

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Denver, CO  
March 2017 to Present

I am responsible for cleaning the plant nightly to get it ready for production. Using CIP, chemicals, and following GMP standards.

### **Office Manager/Secretary**

B&D Plumbing & Heating

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Boulder, CO  
July 2016 to August 2017

I am responsible for Answering the phone, Scheduling appointments, Weekly Payroll, Filing Taxes (monthly, quarterly, annually, and state), Filing Invoices, Imputing Customer Information on to the computer, Making copies, and etc....

### **Sanitation Worker/Production**

Boulder Homemade Inc

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Boulder, CO  
May 2015 to June 2016

Sanitation Responsibilities :

Clean the plant nightly to get it ready for production. Using CIP, chemicals, and following GMP standards.

Production Responsibilities :

Fill out my paperwork , get everything ready to start production, follow direction and produce batches of ice cream, label and store finished product, put all ingriediants away. Pick up and shut down the production area...

### **Sanitation Worker**

PSSI

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Hutchinson, KS

November 2014 to April 2015

#### Responsibilities

Cleaned nightly to prepare the packing area for production the next day using chemicals in a foamer and scrubbing all surfaces to ensure cleanliness.

### **Account Representative**

Portfolio Recovery Associates

April 2014 to July 2014

I performed customer service duties: calling customers on debt they owed and helping them resolve it, setting up payments, updating information on their accounts, and taking inbound calls and answering questions to the best of my ability.

### **Sanitation worker**

Russel Stovers Candies

May 2013 to March 2014

Worked the night shift in a fast paced manufacturing environment. Where I had to adhere to a strict attendance policy to help the team in our nightly preparation of the plant for the next day. Confined space trained.

### **Service Worker**

Hi-Lo Industries

March 2013 to May 2013

Worked on the production line as a wood cutter and stacker. I used power tools in cutting and sanding wood for cabinets. Stacked pre-cut wood on the pallets according to size and type.

### **Cook/ Server**

Kings Sandwich Shop

June 2012 to October 2012

Ran the register, took orders, and served customers. Was also a short order fry cook.

### **Waitress**

China Palace

April 2011 to December 2011

While I was employed here I worked as a waitress. My job duties included: seating people, taking food and drink orders, and bussing tables.

## Education

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### **GED**

Allen County Community College

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Iola, KS

2013

## Skills

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Microsoft Office, Excel, PowerPoint, Adobe Photoshop, Typing 55 - 60 WPM, Excellent Organization, Microsoft word, Excellent Attention to Detail, Excellent Time Management, Customer Focused, Good Phone Etiquette

## Certifications/Licenses

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### **MED Support Badge**

March 2018 to March 2020

## Additional Information

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### References:

John Dillie (303) 229-9280

Mason Mitchell (303) 204-8569