

ELIZABETH CATALINI

Elizabeth.catalini@colorado.edu

Phone 978-810-0569

153 Western Ave • Gloucester, MA 01930

OBJECTIVE

Entry level position dealing with customers and customer service

EDUCATION

Beverly High School Beverly MA

- High School Diploma

- GPA: 3.5

University of Colorado at Boulder Boulder CO

- Working to earn a bachelors degree in International Affairs and Russian Studies
- Current GPA: 3.0

EXPERIENCE

Kitchen Help, *Prinzi's Gourmet Pizza*, Beverly, MA, 07/08 - 08/10

- Worked 15-25 hours a week year round
- Helped where needed
- Main tasks included taking orders in person and over the phone, Helping with food prep, making sure customers orders were correct and orders were given to the correct customer

Student Caller, *CU Foundation Student Call center*, Boulder, CO, 04/10-05/11

- Worked 11 hours a week during the school year
- Called alumni asking for monetary contributions to the University
-

SKILLS

Great customer service skills acquired through previous jobs.

Can multi-task with ease and deal with many costumers at the same time in a productive manner.

Works diligently to complete tasks correctly and in a timely manner.

Great phone and computer skills as previous jobs required both phone and computer proficiency