
Christi Thompson

Fort Collins, CO

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970-699-8292

Job Function: Clerical & Administrative

Highest Education: 4-Year College Degree

Accomplishments

Experience

Operator

5280 Staffing, Fort Collins, CO

Present (2016 Years, 11 Months)

- Operate various plastic injection molding machines, bagger machines, assembly line.
- Maintain daily shift goals
- Fill in appropriate end of job/shift paperwork.

Customer Service Associate

Kelly Services, Denver, CO

- Received incoming calls from insurance customers
- direct to appropriate department or person.
- Maintained call logs of clients

Assembler

Employment Solutions, Denver, CO

Assembled/prepared parts for industrial light fixtures

Customer Service Associate

My Goods Market, Thornton, CO

Operate computerized register, received/distribute monies for product, upsell sale products, stocked new products, checked in incoming products.

File Clerk

Akerman, LLP, Denver, CO

File current and incoming client files in file room, maintained incoming mail logs, operated computer with dual monitors, assembled binders for legal assistants.

Education

(COMPLETED) | Business Administration

Westwood College North Campus, Denver, CO

Minor(s): Management | GPA: 3.50 | GPA in Major: 3.50

From 8/2009 to 7/2012, graduated Bachelors of Science

Skills

Operate various office machines, set up conference rooms, sort and log in mail, operate multi line phone, assembled binders.

Associations & Organizations

Alpha Beta Kappa National Honor Society member as of 2011 (member)

Volunteer for 9 Health Fair in Jan '10 - Jan '12