

Clarissa Heilhecker

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I am a hard-working individual who believes in double checking my work to ensure my best performance , adjusting to change and adapting to my surroundings as well as learning new things quickly are some of my strong points.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Assembly Line Worker

Direct Sign Wholesale - Denver, CO

November 2019 to Present

Assembly• Determined work orders

- Conducted installation of assembly

Event Specialist

Advantage sales and marketing - Alamosa, CO

October 2018 to Present

Manage company card , document spending finances , maintain and run events without supervision.

Self lead job

Laborer

Dunrite Excavation Inc. - Berthoud, CO

January 2019 to October 2019

Dirt work, running heavy machines, reading blueprints and layouts. • Worked in construction

- Loaded and unloaded building materials
- Asphalt work
- Demo clean up
- Set up scaffolds
- Worked in building demolition
- Cleanup of demo area
- Laid pipe line
- Cleaned and maintained equipment
- Moved materials and equipment as needed
- Operated forklift
- Lawn care and maintenance
- Handled digging, shrubs, flowers, and mulching
- Dug trenches, backfilled holes, and compacted earth

Residential Staff

Blue Peaks Developmental Services - Alamosa, CO

Live in staff, pass medication, assist with daily routines.

Education

Ged

Skills

- Word Excel (4 years)
- Customer Service
- Call Center
- CSR
- Customer Care
- Inventory
- Sales
- Team Building
- Excel
- Filing
- Microsoft Office
- Time Management
- Management
- Assembly Worker
- Assembly Line
- Clean Room
- Solder
- Soldering

Certifications and Licenses

Driver's License

Assessments

Teamwork: Interpersonal Skills — Proficient

May 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: https://share.indeedassessments.com/share_assignment/bkqf4u2nwmjshcad

First Aid — Familiar

May 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: https://share.indeedassessments.com/share_assignment/exxbbnui8e5t0z7w

Scheduling — Proficient

May 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_assignment/c25wlygb2hzyvlca

Verbal Communication — Highly Proficient

May 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: https://share.indeedassessments.com/share_assignment/mj32gdxwak8e9chw

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.