

Colleen Cushman

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Summary

Hard working, friendly individual seeking an employer with hope of finding long term employment. Looking to advanced my personal skills, as well as add great benifit to my employer with my talents and skills. On time, mature, responsible, and looking forward to great oppurtunites.

Education

CSU 05/1985
G.E.D · Fort Collins, CO

Larimer County Vocational School 03/1986
Business English, Math and Typing · Fort Collins, CO

Continuing Education- City of Loveland 08/1999
Word perfect 4.0-current, all Microsoft · Loveland, Colorado
May of 1985 tell August of 1999

Continued Education via City of Loveland while employed

Skills

- Microsoft office
- Customer care
- Resourcefull
- Telephone Skills
- Team Member
- Customer service
- Sales
- Leadership Experience
- Friendly
- Problem Resolution

Experience

City of Loveland 05/1985 - 08/1999
Administrative Clerk · Loveland, Colorado
Responsibilty includes:

1 year at Loveland Police Department as clerical assitant

Within the City of Loveland- Transferred to City Clerks office as mail distribution clerk

-Accepted and delieved all US mail and inter-department mail, and delievered office supplies

- Mail Boxes Etc.** 09/1999 - 12/2000
 Sales Associate and Mail Forwarding Clerk · Jackson Hole, Wyoming
 Shipping and receiving
 -Created and processed packages
- Work History Gap- Home schooled daughter** 01/2001 - 08/2003
 · Fort Collins, CO
- Direct Tech** 03/2004 - 03/2005
 Customer Service Representative · Fort Collins, CO
 Assisted Direct TV installation tech. Registered time and equipment via tech so that the tech got paid.
- Center Partners/Qualfon** 05/2005 - 09/2007
 Customer Service Representative · Fort Collins, CO
 Within the company I worked a year in the Qwest Department activating phones, and top sales associate.
 1 year T-Mobile Customer Compliance department
- Work History Gap- Unforeseen Medical Issue** 11/2007 - 08/2017
 Cleared up and taken care of · Loveland, Colorado
 Everything is taken care of and I am ready to get back into the work force
- Work History Gap- Nanny/Daycare for Grandchildren** 09/2017 - 08/2019
 · Loveland, Colorado
 Helped two of my newly single-parent children with daycare so they could provide for their families.
- 7-Eleven- Supervisor Justin Lopez** 09/2019 - Present
 Cashier/Customer Service · Windsor, Colorado
 Customer service, stocking shelves, preparing fresh food, propane sales, and daily routines such as inside/outside trash, cleaning, sweeping and mopping.

Languages

- English