

Courtney Thiemann

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Authorized to work in the US for any employer

Work Experience

Process Server

June 2019 to Present

Self employed process server . I work in my car and at home serving papers to northern Colorado .

Office clerk

FedEx Freight Warehouse - Henderson, CO

January 2017 to July 2018

I answer phone calls and fill out paperwork. I look for missing freight and make calls to customers .

Office Clerk

Fedex Freight - Henderson, CO

January 2017 to July 2018

I answer phones and assist customers. I make phone calls and fill out paperwork. I walk the dock and look for missing freight and figure out where freight goes.

Package Handler

FedEx Ground Warehouse - Henderson, CO

March 2016 to January 2017

Responsibilities:

Multi task in a high pace environment that is time and quality oriented. I help ensure trailers leave by their designated "cut time" . I label/relabel packages so packages can be read by the scanner and sent to the correct trailer. Load trailers in a manner that prevent package damage.

Skills Used

Communication, multi tasking, hard work , and quick learner

Barista

Starbucks - Denver, CO

February 2016 to May 2016

Responsibilities

I took and helped manage inventory. I took customer orders at the drive thru and at the front counter and I made coffee and drinks for the customers. I helped open the store by preparing coffee, preparing food for the display, and making sure everything was stocked for the day.

Skills Used

Communication, customer service , multi tasking, hard work , quick learning .

Lobby aid

Marriott - Fort Collins, CO
April 2014 to January 2015

Responsibilities

Maintain a clean and organized lobby/ customer areas. Assisted housekeepers by making sure they had everything they needed . I would assist guests whenever needed with information or bringing more essentials to their room.

Skills Used

communication customer service

Manager

Mc Donald's - Windsor, CO
May 2012 to December 2013

Responsibilities

I was promoted to manager where I worked on both opening and closing shifts. Due to the shift I worked I was entrusted with security codes and ability to access our safe. Responsible for handling customer complaints and concerns while ensuring orders met quality, safety, and customer expectations. Major duties included creating the daily floor plan, supervising crew employees, and drawer counts.

Skills Used

Customer service , money management

Dog Walker/Pet Sitter

Person - Pierce, CO
February 2006 to May 2011

Responsibilities

I lived on a farm for most of my life and from time to time neighbors who also had farms would have to leave town for one reason or another and I would take care of their animals during that leave. I would feed the animals, I would take the dogs on walks, and I would brush the cats.

Education

High school or equivalent

Highland High School - Ault, CO
2007 to 2011

Skills

- Multi task, customer service, handling money, detail orientated, quick learner .
- microsoft excel
- excel
- data entry