

Danielle Graves

Parts/Front Counter Person

Loveland, CO 80537

daniellereneegraves2_boz@indeedemail.com - (970)430-7230

Seeking a position within a company possessing potential and stability

WORK EXPERIENCE

Parts/Front Counter Person

Bob's Appliance Service - Fort Collins, CO - 2015-06 - 2016-08

Store Manager

Burke Cleaners - Loveland, CO - 2011-03 - 2014-11

Assistant Manager

Westlake Laundromat & Dry Cleaning - Loveland, CO - 2005-01 - 2010-05

Medication Aide

Good Samaritan Retirement Village - Loveland, CO - 2002-10 - 2004-11

Supervisor/Trainer/Production

Stanley Added Value Electronics - Loveland, CO - 1999-09 - 2002-08

ADDITIONAL INFORMATION

Skills: *Bring great pride and ownership to work

*Excellent management skills

*High customer service skills

*Excellent communication and people skills

*Experience in clerical and production work

*Can work in team environment or independently

*Computer applications, multi-line phone systems, typing memos and letters *Cash register and money handling

*All aspects of running a dry cleaning and laundromat business

*Scheduling, customer problem solving, employee issue resolution experience *Facilitation of meetings and training

*Inventory, shipping and receiving, soldering