

Elizabeth Belier
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Objective

- To work with a company that I can continue to grow professionally and that I can provide stability to my family financially.

Summary

- Manufacturing and Customer service

Skills and Training

- Packaging
- Shipping and Handling
- Production
- Safety procedures
- Microsoft Office (word, excel, outlook)
- Managing teams of 2-8 people

Experience:

- ResourceMFG Longmont, CO April 2020 to Present
- Production Associate
- Production of pictures
- Attention to detail
- Packaging and Shipping
- Red Robin's Longmont, CO October 2018 to April 2020

- Dishwasher/Host/To Go Host
- Perform opening and closing duties
- Help seat guest, take drink orders
- Take to-go orders, prepare the orders, quality assurance of orders
- Haystack Mountain Cheese Longmont, CO September
2017-June 2019
- Office Assistant
- Answer phones
- Schedule deliveries
- Use Microsoft Office
- Manage Farmers Market Sales
- Handle customer complaints and questions
- Bobo's Oat Bars Boulder, CO July 2017 to
September 2018
- Manufacturing Lead
- Managed small team of 2 to 8 people
- Fill out QA paperwork throughout shift

- Chili's Longmont, CO May 2016 to February 2018
- Host/To-Go/QA/Dishwasher
- Perform opening and closing duties
- Take customers to go orders
- Tray up dining room orders and ensure food quality as it goes out
- Sitting customers
- Cleaning and clearing tables

Education

- Longmont High School Longmont, CO Diploma May 2000
- American Intercontinental University
- BBA-Business Administration
- Started July 2020
- Estimated Graduation is March 2023

References

Michele Stephens	303-204-9734	co-worker
Erika	303-746-4329	co-worker