

Elizabeth Conlin
11801 Washington Street, #G-402
Northglenn CO 80233

To Whom it May Concern:

This letter is to explain charges you may find on my background report. I was convicted of multiple misdemeanor charges and one felony in 2012. All of these charges stem from altercations with my ex-husband with whom I was involved in a domestic violence relationship. At the time, I had been abused and manipulated extensively for several years. When these events occurred I was naïve and uneducated about the justice system making it difficult for me to advocate effectively for myself. I often took the blame in these situations thinking it would be the best course of action for my family and the quickest way to find closure.

I completed five years of probation and complied with all court requirements, successfully closing my case in 2016. During that time I took numerous classes, group and individual therapy, completed community service, and paid fines and restitution. Through this process, I have learned better coping skills, how to have healthy relationships, effective communication strategies, and have matured tremendously. As a result of this growth, I am now a strong, confident contributor to my community. I have worked consistently since 2010, have held positions of trust, and have been promoted into management with every employer I have worked for. I am loyal, take initiative, and understand how to balance employer goals while ensuring a quality customer experience.

I understand when an employer sees a background report such as mine, they might have serious concerns. It is my hope that you will be willing to look beyond these pages and see my successes which include three Associates Degrees, a strong and consistent work history, and what I am perhaps most proud of... a thriving and happy family. If you are able to do so, I can promise you that I will be an asset to your team, focusing all my energy on contributing to your positive work environment and profitable business.

Thank you for your time and consideration.

Respectfully,



Elizabeth Conlin

Elizabeth "Cookie" Conlin

217.433.3458, 720.829.9354

Elizabeth 62310@hotmail.com

Professional Experience

March 15'- Aug. 17'- Gunther Toody's 50's Server/ Acting Coach/ Key in training
Customer Service, Up- Selling, Cash handling, Stock, Clean, Run Floor, Run Food, sell special promotions
throughout year, Host, Bus, answering phones, take-out orders, reservations and any other restaurant
duties.

Aug.10'- March 15'- Popeye's Shift Manager / *General Manager 2017*
Customer Service, training, Up- selling, answering phones, cleaning, cooking, running store/ shift, book-
keeping, cash handling, deposits, letters, assisting GM, and many other manager duties.

May 11'- Dec 13'- Frederation Bail Bonds/ Office Manager
Calling and collecting bond money from clients, writing motions, letters, requests warrants for violators,
body receipts, filing, customer service, assisting Bondsmen/ Bounty Hunters, QuickBooks, etc.

Oct. 08'- Jan. 09'- All- pro Estates Sales Leasing Customer Service Specialist
Answering phones (multi lines), Taking/ following up with office personnel, Scheduling/ Coordinating
office meetings, filing, basic computer skills, Book keepings- Appointments, deposits, payroll, first
contact with customers, positive attitude at all times.

Sept. 08'- Nov. 09'- Charboil Room/ Skybar Server/ Cocktail waitress
Five Star Restaurant & Bar, Customer Service, Cooking Specialty items on menu at table, Up-Selling, etc.

Feb. 06'- Sept. 08'- District Manager @ Susie's Deals
Identification of market activity and trends, Final approval of acquisitions, Input and daily analyze,
Weekly and monthly retail reports, Visualization merchandising, Convert account from competitors,
Hire/Fire, Training, Book keeping, Deposits, Increase sales activity, market share in highly competitive
retail clothing industry, Market new territories, Serve as liaison between corporate management, sales
staff and customer, Ran (4) stores led to opening of 5th store opening.

Education

University of Phoenix- Criminal Justice BA present

Eagle Gate College- paralegal and Criminal Justice Associates 2009

Salt Lake Community College (SLCC)- Business management Associates 2003, Certificate Marketing
2003, Minors Communications 2003

References Eddie Scott 801.707.5768, Fred Boykin 303.704.9950, Renee Yalowsky 801.6047713

