

Gilbert Recio

Fort Collins, CO

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970-581-4343

Willing to relocate to: Loveland, CO - Northglenn, CO - Johnstown, CO

Work Experience

Cashier/Sales associate/Stocker

Mulberry Max Beer, Wine and Spirits - Fort Collins, CO

April 2018 to Present

- Handle register transactions both cash and credit card
- Create an inviting environment and knowledgeable about product for customer convenience
- Tips Off-Premise Certification
- Stock products and handle delivery day product

Cashier/Sales Associate/Stocker

Bullfrog Wine and Spirits - Fort Collins, CO

August 2015 to Present

- Handle register transactions both cash and credit card
- Create an inviting environment and knowledgeable about product for customer convenience
- Tips Off-Premise Certification
- Stock products and handle delivery day product

Student Internship-Product Development Intern

Princess Paradise - Fort Collins, CO

January 2016 to May 2016

- Engaged in Northern Colorado fabric sourcing searches for costume samples to be made in house
- Engaged in local/Northern Colorado screen-printing company search for in house sample making
- Packaged samples that were sent from in house to Westbury and San Diego Rubies Costume Co. offices
- Created trend research for design season II using WGSN trend forecasting services
- Contributed ideation sketches for design season II using hand-rendered sketching
- Began ideation for Hot Topic/Charades design season as part of the Charades Design Team
- Using Adobe Photoshop and Illustrator, created sublimation printing ideation for Hot Topic/Charades Design season
- Studied how to identify fabrics, fabric weights with lead patternmaker/sourcing manager Bobbi Seymour
- Created POM sheets for style numbers from design season I for overseas samples and production
- Measured counter/pre-production samples from overseas to correct any mistakes before finalizing for production run.
- Created swatch book for overseas pre-production check by the company owner, Diana Clements, for color/material/print matching confirmation for production run

AAC Thrive Student Coordinator

Academic Advancement Center - Fort Collins, CO
June 2014 to June 2015

- Assist with coordinating the logistics for Thrive Community Learning Forums (CLF) (including scheduling, location reservations, connecting with presenters, equipment, tracking attendance and requirements for students, reminder emails, etc.)
- Hold office hours at the AAC to serve as a resource for continuing AAC students
- Represent/advocate for continuing student needs in the AAC

Student Office Assistant

Academic Advancement Center - Fort Collins, CO
August 2013 to June 2015

- First point of contact for the students served at the Academic Advancement Center, which is at 275 students.
- Use Microsoft Outlook to schedule appointments for six retention specialists, along with using Google Calendar to schedule for an additional five student retention specialist
- Use of Microsoft Office and Student Access online database to input data for over 275 students.

Education

Bachelor's in Design and Merchandising

Colorado State University-Fort Collins - Fort Collins, CO
August 2010 to May 2016

Skills

- Microsoft Office
- Adobe Creative Suite
- Phones
- Communicable skills
- Office Management
- Receptionist
- MS Office
- Filing
- Data Entry
- Customer Service
- Sales
- Word
- Time Management
- Outlook
- Organizational Skills
- Inventory
- Billing

Certifications and Licenses

TIPS Certification

January 2018 to January 2022

TIPS Off-Premise certification