

Gina Rosa

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I am a hard work person that works well with others and alone. Willing to learn anything new to better my Career and my company of employment. Looking for employment with a company that has room for employment growth.

Authorized to work in the US for any employer

Work Experience

associate

My Goods Market - Longmont, CO
March 2020 to Present

cashier, inventory, cleaning, answering phone, customer service, ability to work with out monitoring.

Personal Assistant

The Man Services - Longmont, CO
August 2018 to March 2020

Data entry and help balance the books using quick books. Submit paperwork for building permits and order, submit, and pick up supplies for the job site. Get contracts signed and run payroll.

Office assistant

Lifebridge Christian Church - Longmont, CO
2014 to August 2018

Filling paperwork, take care of bulk mailings, order and put away all office supplies. Make copies and prepare copies for events. Answering phones, directing calls to appropriate destinations as well as take notes when necessary.

IT Internship help desk

Boulder County Housing and Human Services - Longmont, CO
June 2013 to February 2014

Run software, wipe computers data and reimaged hard drives. Answer the phone, teach clients how to run software. Used a ticketing system, onsite, off site and virtual technology support. Data entry, Maintain supplies.

Education

Bachelor's in Information technology

Colorado Christian University
August 2017 to Present

Associate in Electronics technology

Antelope Valley College - Lancaster, CA
June 2010

Associate in Electronic Technology

Antelope Valley College - Lancaster, CA

Skills

- Customer Service
- Microsoft office
- Office Administration
- Information Technology
- Help Desk
- Personal Assistant Experience
- Technical Support
- Accounts Payable
- Bookkeeping
- QuickBooks
- IT Support
- Active Directory
- Payroll
- Office Management

Assessments

Basic Word Processing with Microsoft Word — Familiar

September 2019

Basic Word techniques, including the use of tools to format or edit text.

Full results: https://share.indeedassessments.com/share_assignment/xkgtss1yqw1unaky

Customer Focus & Orientation — Expert

September 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_assignment/hoxxsd8-lxaqtbgp

Attention to Detail — Proficient

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_assignment/ye3hfy8zckznzoi

Data Entry — Highly Proficient

September 2019

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_assignment/3olullqnbbx2dish

Logic & Critical Thinking — Highly Proficient

September 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_assignment/h1n1xvqwfl4dz-p

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I am seeking a career with a company that has room for growth.