

Gina Bussell

Eaton, CO

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WORK EXPERIENCE

Recycling Associate

Becton Dickinson & Company - Holdrege, NE - 2017-04 - 2017-08

Data entry of recycling bins.

Maintain two stage grinder.

Load and unload trucks with a forklift.

Separate materials for recycling.

Stage incoming plastics for future grinding.

Contract Employee

Enterprise Logic - Houston, TX - 2016-08 - 2017-04

Sort and separate recyclable material.

Clean and maintain two stage grinder.

Operate forklift to weigh and load recycled product.

Warehouse inventory specialist

Wabba Fun, LLC - Loveland, CO - 2014-06 - 2016-02

Assembly and shipment of company products in a timely manner.

Activity Assistant

Christian Homes - Holdrege, NE - 2015-06 - 2015-12

Encouraged socialization.

Provided entertainment.

Maintained documentation according to state regulations.

Front Reception Specialist

Mercy Medical Clinic - Centerville, IA - 2014-11 - 2015-01

Admitted patients.

Processed patient records electronically.

Recorded and collected patient charges.

Clerical

Aims Community College - Greeley, CO - 2012-09 - 2013-06

Work Study Program

Distributed mail and packages.

Directed calls to department staff.

Processed Social Security benefit packets.

Nutrition Assistant

McKee Medical Hospital - Loveland, CO - 2010-08 - 2011-12

Nutritional Services

Prepared, cooked and served meals as ordered by patients.
Restocked inventory as needed for other shifts.
Prepped meats, vegetables, and fruits for daily orders.

Administrative Assistant II

Colorado DOT - Greeley, CO - 2007-02 - 2010-12

Synchronized a multi-line switchboard and served as the first point of contact to the public and department staff.

Maintained the Excel data base for the AAH program as Region 4's Adopt A Highway coordinator.

Created documents, correspondences and reports as requested by Office Manager and Superintendents and produced Region 4 RTD monthly publication report.

Processed applications for oversize/overweight permits to HQ in Denver.

EDUCATION

Front Range Community College

2014 - Present

Aims Community College

2012

SKILLS

EXCEL, MICROSOFT OFFICE, MS OFFICE, OUTLOOK, POWERPOINT

ADDITIONAL INFORMATION

- ❖ Highly organized and detail oriented.
- ❖ A self-motivated and independent professional with analytical thinking.
- ❖ Ability to prioritize and complete multiple tasks in a timely manner.
- ❖ Resourceful, flexible and able to adapt to change.

Computer Skills

- ❖ Microsoft Office Applications - Word, Excel, Outlook, PowerPoint