

# Grace Roberts

Fort Collins, CO 80524

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9706906929

I have an extensive customer service background with eighteen years of experience. I have a diverse work history as I thrive to continuously learn new skills and abilities. Previously I have worked in housekeeping. From 2006-2008 I owned and operated my own housekeeping business. That taught me how to be reliable, motivated, and a self starter. I have attention to detail in everything I do. In 2019 I started gaining experience in a warehouse. I have experience in operating presses, sealing machines, and labeling machines. More recently I have worked in a clean room facility dealing with food products. I am accustomed to following S.O.P. as well as strict quality control guidelines. I am eager to further my knowledge of warehouse procedures. I have a valid Co. Driver's license with a clean MVR.

Authorized to work in the US for any employer

## Work Experience

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### **Production Worker/Assembler**

Whole Made Bath Co - Fort Collins, CO

August 2019 to March 2020

I produced and packaged bath bombs and other bath products. I gained knowledge of warehouse procedures. I know how to work according to SOP's. I was also responsible for quality inspection for outgoing products.

### **Cashier/Customer Service**

Sandy's Convenience Store - Fort Collins, CO

November 2015 to June 2019

I assisted customers with purchases, helped keep the store clean, and did the order for merchandise. I helped put away the order on delivery days. I also learned how to do invoices as well as some book keeping.

### **Housekeeper**

Motel 6 / Studio 6 - Fort Collins, CO

August 2015 to October 2015

I was responsible for the cleanliness of checked out rooms and making sure the stay over rooms had everything they need. I also helped keep common areas clean and laundry.

### **Collections Agent**

Oakwood - Fort Collins, CO

April 2014 to June 2014

I was responsible for locating people via the internet in an attempt to collect debts.

### **Cooler Worker**

Sandy's Convenience Store - Fort Collins, CO

June 2013 to April 2014

I put away incoming drink orders as well as kept the cooler clean and orderly as to reduce hazard for delivery drivers. I also pulled out of date stock to be returned.

### **Cashier**

Sandy's Convenience Store - Fort Collins, CO  
July 2012 to February 2013

I assisted customers with their purchases and did side work in my spare time.

### Education

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#### **diploma in General/ A.P**

Centennial High School - Corona, CA  
September 2000 to June 2004

### Skills

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- Customer Service. (10+ years)
- Cleaning. (10+ years)
- Customer Service
- Laundry
- Quality Inspection
- Bookkeeping
- Quality Control
- Packaging
- Manufacturing