

Hollyjean Comstock

Lawrence Merchandiser - American Greeting Cards

Johnstown, CO

comstock.holly@yahoo.com - 970 541-8189

Express exceptional skills and passion for success. I'm a positive communicator, empathetic listener, dependable and honest. I believe in setting goals to achieve a better day everyday confident to strive in achieving a sense of wellbeing for humankind

Efficient and accurate* Team player *Multi-Task* Attention to details of protocol

* Creative mind * Self-starter * Common sense reasoning * Professional attitude

WORK EXPERIENCE

Lawrence Merchandiser

LMS - Johnstown, CO - 2015-07 - Present

Lawrence Merchandiser

American Greeting Cards - 2015 - Present

Merchandiser

American Greeting Cards - Longmont, CO - 2015 - Present

Home health nursing assistant

Synergy Home care - Longmont, CO - 2014-11 - Present

Provide companion care, personal care, dementia care or any of our non-medical home care services, to elderly, family and children, dealing with physical, dementia challenges. Working together to create an independent respected in home longevity and better day for all.

Alzheimer's training Certificates 16 hr credits

Crew member, Cashier, Cook Longmont, Colorado

McDonald's Job - 2013-11 - 2014

Janitorial Building maintenance Key holder

- 2006-08 - 2008-01

I organized janitors' schedules of duties and assign various tasks to janitors. These tasks can include cleaning rugs and floors, removing trash, replacing supplies in bathrooms, cleaning bathrooms and even removing snow from sidewalks. I was additionally responsible for completing minor maintenance tasks and alerting janitorial supervisors of larger building or equipment problems that need outside attention. I independently completed cleaning tasks, janitorial supervisors examine buildings to ensure the work meets established standards. I investigated complaints about janitorial service, according to company customer expectations.

Surgical Technician cart instrument and surgical room prep

Bronson Battle Creek Hospital - Battle Creek, MI - 2007 - 2008

300 North Ave.

Battle Creek, MI 49017

(269) 966-8056 2007 to 2008

Job Title: Surgical Technician cart instrument and surgical room prep

My duties as a surgical sterile processing of surgical instruments demanded I maintain a sterile environment for doctors and nurses while performing necessary surgeries properly. I was in charge of scrubbing in and keeping instruments sterile and organized. I assisted by handing instruments to physicians. I utilized surgical machines, such as laser and suction machines. I was in charge of prepping a patient before and after surgery.

Quality Building Services Inc.

New Horizons - East Lansing

2947 Eyde Parkway

Suite 210

East Lansing, MI 48823

(517) 318-4005 (tele)

(517) 318-4010 (fax)

Sales and manager in shipping

Banana Republic - Lansing, MI - 2005-09 - 2006-07

Lansing, Michigan

Sept 2005 to July 2006

Job Title: Lead Sales

Assists store leadership in cash operations to ensure maximum accuracy and compliance with company procedures. I created positive customer experiences and phone etiquette. I handled complex customer service situations. Supervises other cashiers and provides feedback to the leadership team regarding staff performance. Maintained, stocked and organized clothes while communicating supply needs. Audited daily, and gave feedback on register auditing procedures. I laid out visual display setups. I was assigned morning apparel shipment orders for incoming seasons while leading shipping team staff.

Between 2004 -2005, I had an opportunity to be a stay at home mother and household manager. During this period, I furthered my education by attending college classes.

Line Supervisor

Furr's Cafeteria - Fort Collins, CO - 1990-08 - 1995-08

Managed restaurant staff while maintaining excellent quality standard. Inventoried existing food supplies and provided feedback to upper management during team meetings. Established documented food regulations while following sanitary and restaurant protocol. Continued to exceed a high level of customer relations and incorporated team work leadership.

EDUCATION

Certificate

Front Range Community College

2014

Certificate

Lansing Community College

2008 - 2012

Associates of Arts in general Graphic Design in general Graphic Design

Lansing Community College - Lansing, MI

2008 - 2012

certificate

Lansing Community College

2009

Certificate

Lansing Community College

2005 - 2006

SKILLS

Adobe Photoshop, Animation, Branding, Drafting, Dreamweaver

ADDITIONAL INFORMATION

Healthcare range of knowledge Skilled and non -medical

Hospital, Care center and Independent PCP medical surgical environment

Full range of Graphic Design experience* In-depth design Knowledge

* Extensive Design Software Proficiency* Sketching, Rendering, Prototyping, Presentation, Marketing, Drafting, Model making, * Print Design, Photography, Web Design Compelling artwork creation

* Exceptional attention to detail* Fast project turnaround

* Winning attitude and a goal mind set personality

SOFTWARE PROFICIENCY

* Adobe Photoshop, Illustrator, In Design, Flash* Dreamweaver CS3

* Windows and Macintosh Operating Systems proficient

* Microsoft power point, Microsoft word 2007, Excel, Outlook,

Web Design HTML* Print Production* Illustration* Logo Design* Branding* Animation* Interactive Design

Presentation Design* Drafting, model making