

INEZ A.SYMOND

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Career objective

To use my skills to the best of my abilities to achieve all the goals and better the company.

Skills

•Quick learner •Good at following directions •Keeping a clean and organized work environment •Time management •Punctual •Good people skills

Education: HISET (Equivalency) March 29th, 2018

Helena, Montana

Experience :

Goshen County Fair Ground Torrington, WY (June 1st - July 1st 2015) (Summer Job) I worked with a cleaning/maintenance crew containing several other people. Working after and during fair hours. Cleaning all areas of fair grounds. This consisted of taking out & changing trash cans, sweeping, mopping, wiping and sanitizing areas, yard work, and keeping fair environment safe and clean at all times.

1908 Brands Longmont, CO (July 2016 - September 2016) My duties working at 1908 brands consisted of packaging & boxing, keeping count, and labeling goods. I learned how to use the sealing machine as well as learning to work with the wrapping machine for certain products. Helped mix some ingredients for certain products. Kept my working environments clean and organized during work hours as well as deep cleaned after working hours. This consisted of taking out trash, mopping, and keeping everything sanitized.

Pharmacy Technician Trainee Ronan, MT (May 1st 2017 - April 23rd 2018) (Jobcorps)

Learned how to provide assistance to pharmacists and build my customer service skills. Some of my duties consisted of learning to fill prescriptions, updating records, Pill counting, Pharmaceutical math, Medical terms & abbreviations, mixing solutions, keeping the pharmacy environment clean and organized, and completing all and any tasks assigned in a efficient and timely manner.

Phone receptionist Ronan, MT (June - August 2017) (Jobcorps)

Answering phones and transferring calls, helped anyone who had questions, reaching certain people, clients who came to the office

House keeper Flagstaff, AZ (January 1st 2020 - April 1st 2020) (Diamond Shine Cleaning)

Worked with a cleaning crew, cleaning work offices & private households. Sanitizing, organizing, and cleaning, bathrooms, kitchens, bed rooms, living rooms, etc. Bed linens, windows, mopping, sweeping, vacuuming, trash & recycle, etc.

Cashier at Maverik Flagstaff, AZ (May 2020 - Oct 2020)

Running register, greeting customers, performing validator & vault drops, while maintaining the store environment, keeping cleaning & sanitation requirements, etc.

Certifications:

- OSHA 10
- First Aid
- CPR & AED
- HIPPA
- Servsafe Food Handler Training
- Basic Electrical Safety

References

Theresa Smith

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Number: (307)-534-5385

Seth Clary

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Tony Bila

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David Smith

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