

# Jaclyn Rees-Rising

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## Education

### **Bachelor of Arts in Environmental Sociology**

**Spring 2017**

Colorado State University, Fort Collins This field emphasizes on how societies interact with their natural environment, however environmental sociologists tend to focus on the social factors that cause environmental issues, the societal impacts of those issues, and efforts to solve them.

### **Bachelor of Arts in Music**

**Spring 2017**

Colorado State University, Fort Collins offers a versatile liberal arts education by cultivating intellectual engagement in many disciplines such as music history, music theory, composition, ear training, and etcetera all while being able to study additional academic interests.

## Work Experience

### **Manufacturer/Assembler at WaterPik**

**Feb 2019-Current**

First five months entailed performing product manufacturing tasks on assembly line, ensuring products go through the right stages in orderly manner. Cross-training required for knowledge and flexibility. This included skills like soldering batteries and testing product functions.

Currently working in DTC warehousing where daily responsibilities entail working with computer programs ShipWorks and Oracle Database, packaging customer orders, placing correct labels, correct organization of boxes, works with light machinery and bailer, and job is based around time management. Besides daily duties, in charge of organization for department, designated trainer, and cross-trained in receiving/shipping truck orders.

### **Inbound Sales Representative**

**August 2018-Feb 2019**

Qualfon Call Center representative responsible for knowledge of SiriusXM satellite radio, what packages are offered, pricing for packages, and helping customers with their account while providing excellent customer service and satisfaction. Worked with computer programs and had typing skills.



## **Toxicology Lab**

**Nov 2017 – Feb 2018**

Responsibilities included data analysis, running experiments and testing fish equilibrium, careful use of chemicals to preserve fish, and careful separation of living versus dead fish.

## **Relevant Skills**

- Having attention to detail: focused, observant, thorough, efficient, organized
- Critical thinking: open-mindedness, problem solving, creativity, analytical
- Ability to be cross-trained: grasp concepts and ideas quickly, adapt to new situations quickly
- Computer Literacy: experience with Microsoft Word, Excel, ShipWorks, and Oracle Database
- Organizational Skills: time management, coherent thinking, neat workplace
- Sales: able to work with customers and express knowledge of products for best fit
- Leadership and Team Management: able to delegate tasks, team building, and create a positive environment and experience for both coworkers and customers
- Excellent communication skills with a focus on customer service
- Personal Trainer: ability to change tactics and adapt to different trainees, knowledgeable on experience and ability to reiterate, problem solving, and hands-on training
- Machine Operation: ability to work safely with equipment
- Documentation: ability to record and check inventory control
- Teamwork: very reliable person whether working in a team setting or self setting
- Project Management: able to work with team with efficiency and time management in order to get duties done on time and prioritize important tasks
- Business Integrity: ability to get work done unsupervised, trusted employee, and open to communication in order to better the business, workload, and self
- Bilingual: (in progress) working on Spanish as secondary, and limited in ASL

## **Certifications**

- Forklift
- Riderjack
- Trainer
- Liquor License
- ServSafe

**References Available Upon Request**