

Janelle Vance

Education

2007-2017 University of Colorado @ Denver Denver, CO

- Studied Psychology/Clinical Psych/ Sociology, with average GPA of 3.17.
- Obtained Associates of General Studies.
- Completed credits equal to a Bachelors of Arts in Psychology/Sociology.

2003-2007 Skyview Senior High School Thornton, CO

- Graduated Valedictorian, High School diploma received May 26, 2007.

Experience

February 2020-Current Divine Clean 5280 Thornton, CO

Business Owner

- Oversee operations of local business, specializing in residential housekeeping and commercial janitorial services.
- Maintenance of company equipment and supplies, business financial reports, supply organization, client scheduling and relations, responsible for conducting new client estimates, as well as ongoing client communication.
- Serve families and businesses with compassionate expertise, unity consciousness, and gratitude.

June 2012-Dec.2019 Lenscrafters/Dr. Swindell & Associates Northglenn, CO

Optician

- Welcomed patients with a warm and genuine attitude, acted as front desk receptionist/medical receptionist for the Doctor of Optometry.
- Attended to patients as Optical Technician, following HIPPA and patient privacy protocol throughout the ocular eye pre-screening and digital imaging/health check screening, also responsible for check out/insurance verification and payment collection/ billing process.
- Converting patients to the Lenscrafters sales floor with their optical prescription; assistance during selection and custom frame fitting of glasses eyewear, proper lens selection, educating new patients on proper care procedures, dispensing of prescription contact purchase/or eyewear, follow-up inquiries and troubleshooting in situations of "remakes" or "returns/exchanges."
- Responsible for opening/closing duties of store: including reconciliation of cash wrap, end-of-day reports, emailing GM/RM nightly, necessary cleaning.

Feb 2010-June 2012 Homemade Simple Solutions Northglenn, CO

Housekeeper

- Residential cleaning housekeeping

2004-2011 Talx Corp. Arvada, CO

Imaging Technician

- Digitized documents, data entry, validation of company documents.
- Acted as evening/fill-in receptionist for a 30-line switchboard.

References

- Christina Morales, Marketing Agent, former co-worker known two years, (505) 423-1432, christinam378@gmail.com
- Brenda Beacom, Paralegal, current client known two years, (720) 341-4893, Auntbrenda66@aol.com
- Carol Mazza, Business owner, current client known four years, (904) 206-2393, carol.mazza@att.net
- Katherine and Walt Schiller, former client known two years, (773) 806-1616
- Katherine Powell, Retail Assistant Manager, previous manager known four years, (704) 502-1169