

JANESSA MENZOR

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PROFESSIONAL SUMMARY

A professional and hard-working individual looking for an entry level position, in an effort to display her skills and grow within an organization.

SKILLS

- Excellent customer service
- Excellent interpersonal communication skills
- Time management
- Ability to multitask effectively
- Detail orientated
- Excellent planning and organizing skills

EXPERIENCE

DISH NETWORK

Work at home CUSTOMER SERVICE.

ENGLEWOOD CO JUNE 2021-OCTOBER 2021

- Assist customers with accounts
- Provide great customer experience
- Problem solving
- Payment processing
- Technical support

Vestas Blades America

Production Worker/Machine operator.

October 2020

BRIGHTON CO-January 2019-

- Manual production
- Calculates and sets controls to regulate machining factors such as speed, feed, coolant, flow and depth and angle of cut
- Effectively cuts and produces material for blade
- Runs computer program to operate cutting machine
- Fills out paperwork for blades and measurements

United States Postal Service

Denver, CO I February 2017-December

2017

Package Handler/Mail Carrier

- Assure all customer satisfaction goals are met and exceed customer expectations
- Deliver packages for USPS on time and on a consistent basis
- Properly accept and process all packages
- Inspect packages for damages and focus on quality control
- Oversee our daily forecast to ensure all packages are delivered in a timely manner
- Effectively sort and organize all mail to ensure it gets delivered to the proper location

Home Depot

Denver, CO I October 2015-February 2017

Merchandise Execution Associate

- Provide excellent customer service to all guests
- Create displays and focus on merchandising standards to meet sales projections
- Assist in inventory control by placing SKU's on all products
- Assist team members with other tasks as needed
- Properly receive and handle products from shipment and fulfillment centers

EDUCATION

Adams City High School/La rasa Learning Center Denver, CO I 2007-2010

Artistic Beauty College (Emphasis in Cosmetology) Denver, CO I 2010