

## Jennifer Bertelsen

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**OBJECTIVE:** To obtain a permanent position utilizing my skills in a good solid company with a healthy atmosphere.

### QUALIFICATIONS

I am a proficient trainer, have plenty of patience working with others. I have great communication skills with managerial experience. I also have excellent customer service with the ability to find solutions to problems or concerns.

### EDUCATION

1989-1990 Rocky Mountain High School, Ft. Collins, Co.  
2001 GED C.S.U. Ft. Collins, Co.

### EMPLOYMENT

2016-Current Production Worker, Noosa Yoghurt

I am a operator for several different types of machines, inspection of packaging, materials and quality of product. I maintain cleanliness in my areas while also helping others as needed. I work with other operators in planning, maintaining and producing a quality product efficiently. I help with other machines, areas and departments as needed.

2015-2016 Job Assignments, Resource MFG

Warehouse worker, O.I.

I helped sort, inspect, line placement, re-work and recycling of glass bottles manufactured for local brewing companies.

Assembly, Burris Optics

I assembled different pieces of rifle scopes, I also inspected, cleaned and washed parts as well as partially finished products.

Picker/Packer, Otter box

I pick incoming orders placed by customers in the warehouse. I also sometimes package these orders to be shipped out. I use a scanner to input the orders I pick and keep things clean and organized.

2008-2015      Assistant Restaurant Leader, Taco Johns

I was the opener in charge of prepping food for the day including frying shells, chips, etc. I placed supply/food orders and put them away. I was in charge of setting up, counting and changing the cashier drawers throughout the day. I did paperwork, scheduling, interviewing, bank deposits, cleaning, organizing, and customer service, problem solving, handling complaints and training new employees.

2006-2008      Crew Leader, Subway

I was an opener in charge of running the morning shift and employees making sure food prep and paperwork got done. I also did the training, scheduling, inventories, bank deposits, cashiering, customer service, supply orders, cleaning and organizing.

I also have experience with front desk, customer service, and office work.

References available upon request