

Jennifer Ruiz

Fort Collins, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Building Maintenance

McLemore Building Maintenance - Fort Collins, CO - 2016-07 - 2017-02

- KEEP SURROUNDINGS CLEAN AND USABLE
- EMPTIED TRASH AND RECYCLE BINS
- CLEANED WINDOWS
- REPORT ANY BROKEN EQUIPMENT
- IN CHARGE OF ORDERING ANY SUPPLIES NEEDED FOR JOB

Starbucks Team Leader

Starbucks - Houston, TX - 2014-01 - 2014-11

CASHIER

- PROVIDED QUALITY BEVERAGES
- KEPT CLEAN ENVIRONMENT
- TRAINED NEW EMPLOYEES

Cashier

Fuzzy's Taco Shop - Fort Collins, CO

CASHIER

- BUSSER, CLEAN ALL TABLES, REFILL DRINKS FOR CUSTOMERS
- BARBACK, MAKE ALCOHOLIC DRINKS
- KEEP THE RESTAURANT CLEAN AT ALL TIMES

SKILLS

bilingual, proficient in Microsoft Office

ADDITIONAL INFORMATION

CLASSROOM VOLUNTEER –2012/2014

- Assisted with special needs students (autistic, blind, deaf) at Poudre HS and Fort Collins HS. Some tasks included taking them to the restroom, putting puzzles together, sitting with them at special school events and helping them get their lunch in the school cafeteria.

OVER 5 YEARS OF CUSTOMER SERVICE RELATED JOBS. PROFICIENT IN MICROSOFT WORD, EXCELL AND POWERPOINT. FLUENT IN SPANISH, WRITTEN AND VERBAL. 5 YEARS OF CASHIER EXPERIENCE. COLLABORATE TEAM PLAYER.

References

KATHY ANTUNEZ -KNOWN FOR 6 YEARS / FAMILY FRIEND (970)412-4153

NICHOLE JILG – KNOWN FOR 10 YEARS /PREVIOUS SUPERVISOR (970)692-6979
CARLA RUIZ – SISTER (970)430-7974