

Jesse Reading

Wheat Ridge, CO 80033

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Work Experience

Janitor

Solace Meds-Wheat Ridge, CO

May 2021 to May 2024

Maintaining a clean and healthy facility by completing various tasks

- Cleans, dusts, mops, and sweeps assigned areas
- Performs minor maintenance on equipment and fixtures
- Reports any major maintenance and cleanliness issues to management
- Collects and disposes of trash in the proper manner
- Restocks bathrooms and supply closets
- Ensures that the facility is locked after business hours

Customer Service Representative

King Soopers

February 2017 to May 2021

First point of contact for any customer who has a question or an issue with a product or service.

Managing incoming calls and customer service inquiries, generating sales leads that develop into new customers, and identifying and assessing customer needs to achieve satisfaction.

Education

High school diploma

Mc Lain Community High School - Lakewood, CO

March 2013 to August 2017

Skills

- Cleaning Experience
- Commercial Cleaning
- Warehouse Experience
- Custodial Experience
- English
- Customer service
- Computer skills
- Organizational skills
- Data entry