

Jessica Rick

Hard working individual. Fast learner!

Boulder, CO 80305

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I am 26, ambitious and ready to start a long lasting career.

#readytowork

Authorized to work in the US for any employer

Work Experience

Production Worker, Production cook, Trainer, Back up Receptionist

Chocolove - Boulder, CO

October 2016 to Present

I work on the production floor of the factory. My duties include: packing chocolate bars, machine operator, mix ingredients, train new employees, as well as make fillings for chocolate bars. I also assist marketing with events. Temp receptionist/ sales assistant within the company.

Accomplishments: I have adapted quite easily to other departments within the company.

Manager

Subway - Boulder, CO

December 2015 to October 2016

Responsibilities: I am a senior certified sandwich artist/manager at subway. I handle money as well as the logistics of this business.

Accomplishments

Iv helped business grow. And have above satisfactory customer service.

Skills Used

Patience, customer service, team work, efficient listening skills, as well as speed and punctuality.

Shift Supervisor/Trainer

Bradleys Petroleum - Thornton, CO

May 2015 to November 2015

Responsibilities

I run the register. I count inventory. I stock back stock. I fill and price the cooler. I clean. I am also a trainer for new employees.

Accomplishments

I have had an impact on the sales for the store due to my customer service.

Skills Used

Organization. Customer service. The ability to multi task.

Crew Worker/cook/cashier

The mediterranean cafe - Broomfield, CO

March 2014 to May 2015

Responsibilities

I ran the register, I perform customer service. I cook, as well as some prep work. I open the cafe as well as close. I have trained employees and am also a key holder for the establishment.

Accomplishments

I have gained friendships with my customers. And have made an effet on there lives.

Skills Used

I demonstrate the ability to work at a fast pase. I use my personable skills to help with costumers.

crew member

five guys burgers and fries - Longmont, CO

December 2013 to April 2014

Responsibilities

I ran the register, I was a cook, I did prep work, as well as cleaned the establishment.

Accomplishments

I was mentioned specifically in secret shopper reports, saying that I was doing three things at once and still greeted them with a genuine smile.

Skills Used

I demonstrated the ability to work in a fast pace environment, and I was able to perform all tasks to standard.

Opener

clear creek consulting - Louisville, CO

July 2012 to August 2012

Responsibilities

My responsibilities while at this job where to call potential clients.

Accomplishments

I made A-team very quickly. A-team is similar to employee of the month.

Skills Used

I demonstrated costumer service, quick thinking, as well as extraneous speaking.

Education

high school graduate

front range academy

Skills

- Excellent Customer Service (5 years)
- Attention To Detail (5 years)
- Cash Handling (5 years)
- Cleaning (4 years)
- Inventory Management (2 years)
- Logistics (4 years)
- Data Entry (3 years)
- Management (1 year)
- Supervising (2 years)
- Microsoft office (2 years)
- Excel (2 years)
- General Labor
- Assembly Line
- Cooking (5 years)
- Food prep (5 years)
- Basic Computer Skills (5 years)
- Pallet Jack (3 years)
- Computer literacy
- English

Certifications and Licenses

Driver's License

Forklift Certified

August 2018

Additional Information

I am a hard working individual, who is a hands on learner. I catch on very quickly. I like to stay busy.