

Jessica Nelson

Fort Collins, CO

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970.498.7570

Authorized to work in the US for any employer

Work Experience

Assistant

A-ARON HARDWOOD - Fort Collins, CO

June 2019 to August 2019

- Scheduled bids with customers and scheduled job sites
- Provided accurate bids and estimates for customers
- Tapping off prior to laying floors (Masking)
- Sanding & Staining wood floors

Cashier

DOLLAR TREE - Fort Collins, CO

October 2018 to March 2019

- Accurately removed product and organized the warehouse
- Organization incoming product as well as product on the shelves
- Unloaded incoming product
- Stocked shelves and rotated product as needed
- Made displays to advertise product
- Used POS for all cash and credit card sales

Education

Bachelors in Business

College of America

2018

General Education Diploma

Front Range Community College

2000

Skills

- Sales (10+ years)
- Telemarketing (4 years)
- Waitress (1 year)
- Computer Knowledge
- House Keeping (1 year)

- Installation of wood floors
- Cook
- Read Blueprints
- Heavy Machinery; sander, floor splitter, industrial vacuum's, and hand sprayer
- Landscaping
- Painting Indoor/Exterior
- Carpentry
- Construction

Assessments

Customer Service Manager – Highly Proficient

September 2020

Managing customer service representatives and resolving customer issues.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.