

# Jessica Poor

## Multiple Areas of Knowledge Experience and Skills

Longmont, CO 80501

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7203404634

Interested in pursuing another career. Preferably something flexible as I work another job Tuesday through Saturday 7am to 330 pm

Authorized to work in the US for any employer

## Work Experience

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### Production Worker/Assembler

arc Thrift Stores

August 2019 to Present

Production worker,  
unloader, hanger ,sorter  
pricer  
customer service

### Assistant Manager Retail

Dollar Tree - Longmont, CO

June 2014 to August 2015

Helped assemble and stock store before opening.  
Stayed as a Cashier, and then Night Manager before becoming the Assistant manager and basically was the Manager of the store before leaving.

### Painting Contractor

Best Bet Painting - Longmont, CO

January 2012 to January 2014

Painter, Prep worker, sanding, caulking, staining, spraying, Customer service, sales, billing

## Education

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### High school or equivalent in General

Bayshore High School - Bradenton, FL

August 1994 to May 1998

### High school or equivalent

## Skills

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- Assembly Line

- Assembly Worker
- General Laborer
- Line Worker
- Assistant Manager Experience
- Customer Service
- Retail Sales
- Cash Handling
- Cashiering
- Housekeeping (2 years)
- General Labor (10+ years)

## Assessments

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### **Mechanical Skills: Monitoring — Familiar**

January 2020

Monitoring machine indicators to determine appropriate functioning.

Full results: [https://share.indeedassessments.com/share\\_assignment/8aaulvygrl0ejgdp](https://share.indeedassessments.com/share_assignment/8aaulvygrl0ejgdp)

### **Organizational Skills — Highly Proficient**

January 2020

Arranging and managing information or materials using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_assignment/m0kdg21thqq5w7rg](https://share.indeedassessments.com/share_assignment/m0kdg21thqq5w7rg)

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