

JETTA PETERSON

51 21st Avenue #26 ▪ Longmont, CO 80501 ▪ jettapeterson@gmail.com
303.669.3520

PROFESSIONAL PROFILE

Key Management Achiever: Positive, innovative self-starter, professional who will utilize experience and qualifications for organizational growth.

RELEVANT SKILLS

- Calm under adverse circumstances
- Organized, detailed oriented
- Excellent managerial experience
- Easily follows written and oral communications
- Exceptional customer service
- Accuracy driven performer
- Proficient in Microsoft Office Suite, resourceful web searching
- Skilled in problem solving and time management
- Managing multiple responsibilities/tasks efficiently

EDUCATION

IBMC College

*Associates of Occupational Studies Degree
Business Administration and Accounting*

Longmont, CO

May 2016

- Presidents List 4.0 GPA
2014
- Dean's List 3.67 GPA
2015-2016
- Perfect attendance award
2014-2015

Front Range Community College

Certification: Culinary Arts

Ft Collins, CO

2010

EXPERIENCE

Home Care Provider

Longmont, CO

Stay at home mother

2015-2016

- Nurse, teacher
- Financial accountant, building budgets
- Maintaining quality of life
- Purchase food, prep, cook
- Schedule activities
- Ensure home management, maintenance

Abo's Pizza

Manager

Longmont, CO

2013 – 2015

- Manage staff, store procedures to ensure all run smoothly
- Provide exceptional customer service, resolve issues
- Maintain safe, clean work environment
- Produce quality product to ensure customer satisfaction
- Generate cash/credit transactions management

Papa Murphy's Pizza

Longmont, CO

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Front Counter/ shift lead

2011 –2013

- Prepare prep for store, took inventory
- Operate point-of-sale terminal; set-up and maintained food prep line
- Offered excellent customer service
- Guarantee food preparation and environment met safety standards

Papa John's Pizza

Boulder, CO

Front Counter/Delivery

2010 –2011

- Operate point-of-sale terminal, complete cash/credit transactions with accuracy
- Provide excellent customer service
- Administer product delivery in a safe, courteous and timely manner

Pizza Hut

Berthoud, CO

Delivery

2009 –2010

- Sustain product delivery quickly, efficiently, professionally
- Organize, maintain food prep line
- Compile point-of-sale terminal ensuring customer satisfaction

Party City

Loveland, CO

Customer Service Representative

2008 –2009

- Promote exceptional customer service
- Responsible for stocking, inventory audits