

Joana Nava

7146 joan st , Denver CO 80021

Cell: 720-620-5412

joannanava19@yahoo.com

Summary

I am a very honest and dedicated employee. I enjoy working with others and being part of a successful company in which the job I perform makes a difference in the company and its reputation. In anything I do will be to the best of my ability and with integrity.

Experience

El Viva Burrito

October 2008 to January 2010

Cashier

Denver, CO

When I was working at Viva I was responsible inventory of certain days. I was in charge of food orders.

Making sure the lobby was clean. Counting the money from the register.

Supervisor: Gaby, 303-412-7391

Commercial Cleaning System

January 2010 to May 2011

Janitor

Denver, CO

I was in charge of cleaning restrooms, making sure there was plenty of supplies. Cleaning main entrance.

Supervisor: Jake , 303-733-8997

Coors Tek

July 2011 to December 2011

Packaging

Golden, CO

Made sure the machines were running good. Packed beer bottles. Made sure the labels were in the correct places.

Community Insurance + Taxes

January 2012 to April 2012

Receptionist

Golden, CO

Scheduled appointments, Canceling appointments, answering phone calls.

Supervisor: Raynaldo , 720-277-3330

Fresh point

April 2012 to December 2012

packaging

Denver, CO

We were responsible for packing herbs that were in good quality for grocery stores.

Baxter

January 2013 to June 2015

Medical Assembly

Englewood, CO

I worked in a clean room building disposable blood transfusion products and help saving lives. Inter computer work. Supervisor name: Audelia Carrillo - 720-244-4895

Education

Life skills

2010

GED

Denver, CO, Denver