

Joanna Tafoya  
11801 York st apt 735  
Thornton, CO 80233  
(720) 809-2423  
joannatafoya@gmail.com

To enhance my educational and professional skills in a stable and dynamic workplace.

- \* Ability to multitask
- \* Attention to detail
- \* Great customer service

#### EDUCATION

EVEREST COLLEGE, Thornton, CO  
Associate of Applied Science in Paralegal Studies

DENVER NORTH HIGH SCHOOL, Denver, CO  
High School Diploma

#### RELEVANT COURSEWORK

#### EMPLOYMENT

Amazon, Thornton, CO      Present  
Outbound agent

- Filing order
- Assisting to meet deadlines for processing
- Inventory keeping

Gaetanos, Denver, CO      07/2016 – 02/2018  
Host/Server

- Responsible for handling reservations
- Assigned the responsibilities of emails for the restaurant
- Food runner
- Handled the tasks of assisting managers

DISH NETWORK, Thornton, CO      12/2014-07/2016  
Retention

- Reselling the service
- Providing excellent customer service
- Selling provider packages