

# Kalena Millirans

Northglenn, CO 80233  
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(720)369-1706

Authorized to work in the US for any employer

## Work Experience

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### **Custodian**

Adams County School District - Thornton, CO  
May 2018 to Present

Collecting trash. Collecting recycling. Cleaning furniture. Cleaning classrooms. Sweeping and mopping floors. Vacuuming floors. Cleaning graffiti. Moving furniture.

### **Sub-Contractor**

Flylow - Denver, CO  
September 2017 to Present

Water proofing leather work gloves with wax.

### **Package Handler**

FedEx Ground - Bowling Green, KY  
June 2017 to July 2017

Sort packages off of inbound trucks to outbound vans  
Direct Support Professional

### **Direct Support Professional**

Keystone Human Services - Chambersburg, PA  
August 2016 to January 2017

Provided home health care to individuals with developmental disabilities. Including but not limited to assisting with mobility, toileting, bathing, feeding, life skills, social interactions. Providing transportation for appointments. Training was provided for first aid CPR abuse prevention passing medication.

### **Packer**

Walmart - Shippensburg, PA  
March 2016 to May 2016

### **Packer**

Office Depot OfficeMax - Newville, PA  
March 2015 to June 2015

Prepared product for shipment by packing items according to order sheet. Consistently met production standards by accurately completing product orders. Maintained quality control policies and federal regulations according to factory specifications.

### **Amazon Warehouse Associate**

Carlise, PA

September 2014 to January 2015

Consistently met production standards by accurately completing product orders. Achieved company goals by supporting production workers. Maintained a clean, neat and orderly work area.

### **Associate**

AMC Theaters - Westminster, CO

April 2012 to October 2012

Duties include providing outstanding customer service and excellent guest connections. Responsible for ticket counter and loyalty program card sales, preparing and selling food concession items, and facility cleaning.

### **Certified Nursing Assistant**

Pasco Home Health Care - Lakewood, CO

January 2010 to October 2011

Responsibilities

Helping patients with daily activities including but not limited to feeding, bathing, dressing, following daily exercise routine. Taking patients to appointments and on outing. Helping making patient meals. Cleaning living areas.

### **Co-Owner & Office Manager**

J&K Land Services - Aurora, CO

November 2007 to October 2009

Co-owner of company specializing in serving eviction notices for real estate and financial institutions. Also offered cleaning services, lawn care, and property management. Responsible for writing estimates and bid proposals for repairs and services.

## Education

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### **High School Diploma**

Northglenn High School - Northglenn, CO

August 1998 to May 2005