

Karen L. Colombo

Fort Collins, CO 80524

Phone: (970) 420-4422 | E-Mail: karen.colombo@outlook.com

Education

Bachelor of Science in Natural Resources Management
Colorado State University, Fort Collins, CO

Graduated May 2015

- Minor in Ecological Restoration
- Xi Sigma Pi Honor Society member

Work Experience

Campus Store Sales Assistant II | Front Range Community College | Fort Collins, CO *April 2017 – Dec. 2018*

- Supervised, interviewed, hired, trained and up to 15 store employees in a fast-paced environment
- Created new work schedules every semester to accommodate changing school schedules while meeting store needs
- Greeted, interacted and assisted customers (in person or on the phone) with their shopping needs
- Proficient with MS Word, Excel, Power Point, Outlook and Publisher and use printers and photo copiers on a daily basis
- Completed all steps to process daily online orders
- Order general merchandise and store supplies
- Forklift certified

Receiving Associate | The Home Depot | Loveland, CO

Mar. 2008 – Jul. 2012

- Scheduled daily truck deliveries and problem solved scheduling conflicts
- Created and maintained professional relationships with the delivery drivers
- Safely unloaded delivery trucks using heavy machinery
- Inspected incoming freight to ensure quality and accurate counts of products
- Maintained a clean and organized work area
- Shipped small package and palletized merchandise on a daily basis
- Trained new receiving employees

Small Animal Specialist | PETCO | Fort Collins, CO

Nov. 2005 – Mar. 2008

- Managed the Small Animal department
- Created, processed and verified weekly orders of animals and supplies
- Maintained a strong working relationship with store partners and product vendors
- Provided customers with animal and product knowledge
- Trained new employees in the small animal department
- Designed and built displays to highlight new products and sale items
- Promoted and led in-store special events

Guest Service Associate | Toys 'R' Us | Albany, OR and Fort Collins, CO

April 1999 – Nov. 2005

- Supervised, trained and coached cashiers ensuring fast and accurate transactions
- Greeted and assisted customers with their shopping needs
- Operated sales and return registers
- Answered multi-line phone; provided information or transferred to appropriate department to assist the customer
- Scheduled daily breaks and lunches for all employees to maintain coverage
- Entered previous days cash/check sales into computer
- Assisted with yearly store inventory

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3826 Bonney Moore Dr. | Fort Collins, CO 80524

Phone: (970) 420-4422 | **E-Mail:** karen.colombo@outlook.com

John Bender

Course Materials Manager

Front Range Community College

4616 South Shields St.

Fort Collins, CO 80526

Phone: (970) 204-8160

E-mail: john.bender@frontrange.edu

Krista Farris

Botanist

US Forest Service

Cottage Grove Ranger District

78405 Cedar Park Road

Cottage Grove, OR 97424

Phone: (541) 767-5042

E-mail: kristalfarris@fs.fed.us

Jayne Jonas-Bratten

Research Scholar II

Warner College of Natural Resources

Colorado State University

1472 Campus Delivery

Fort Collins, CO 80523

Phone: (970) 491-3316

E-mail: jayne.jonas-bratten@colostate.edu