

Leylah Smith

Seeking Full Time Employment

5315 Killdeer St.
Brighton, Co 80601
(303)-746-1367
smithleylah70@yahoo.com

EXPERIENCE

King Soopers - Brighton, CO – Client Shopper

December 2018 - July 2019

I worked full time as a shopper for online grocery pickup orders.

- I had to have excellent Time Management to ensure that all orders were shopped and scanned into the zebra in time

- I had advanced technological skills to ensure I was using the POS correctly and entering in orders accurately.

Ultimate Fire Protection, Commerce City, Co — Receptionist

July 2019 - March 2023

I worked full time entering in part orders, taking any and all professional and client phone calls, responding to emails appropriately, filing paperwork and ordering all necessary materials.

- I used my knowledge of technology to manage all online communications as well as ordering for the company

- I used exceptional customer service to ensure customer satisfaction and maintaining professional relationships with outside vendors.

- I used a physical filing system to ensure proper documentation of all proposals, invoices, and part order forms/receipts.

EDUCATION

Brighton Highschool, Brighton, Co — High School Diploma

AUGUST 2015 - MAY 2019

I attended a full four years of highschool and finished with my diplomas with a GPA of 3.7

Phlebotomy Training Specialists, Thornton, CO — Phlebotomy Technician Certification (N23102142)

MONTH 20XX - MONTH 20XX

I completed full training to become a phlebotomy technician

SKILLS

Exceptional Customer Service

Advanced Technological Knowledge

Excellent Time Management

Advanced Vein Location.

Leylah Smith

Seeking Full Time Employment

5315 Killdeer St.
Brighton, Co 80601
(303)-746-1367
smithleylah70@yahoo.com

EXPERIENCE

King Soopers - Brighton, CO - Client Shopper

December 2018 - July 2019

I worked full time as a shopper for online grocery pickup orders.

- I had to have excellent Time Management to ensure that all orders were shopped and scanned into the zebra in time

- I had advanced technological skills to ensure I was using the POS correctly and entering in orders accurately.

Ultimate Fire Protection, Commerce City, Co - Receptionist

July 2019 - March 2023

I worked full time entering in part orders, taking any and all professional and client phone calls, responding to emails appropriately, filing paperwork and ordering all necessary materials.

- I used my knowledge of technology to manage all online communications as well as ordering for the company

- I used exceptional customer service to ensure customer satisfaction and maintaining professional relationships with outside vendors.

- I used a physical filing system to ensure proper documentation of all proposals, invoices, and part order forms/receipts.

EDUCATION

Brighton Highschool, Brighton, Co - High School Diploma

AUGUST 2015 - MAY 2019

I attended a full four years of highschool and finished with my diplomas with a GPA of 3.7

Phlebotomy Training Specialists, Thornton, CO - Phlebotomy Technician Certification (N23102142)

MONTH 20XX - MONTH 20XX

I completed full training to become a phlebotomy technician

SKILLS

Exceptional Customer Service

Advanced Technological Knowledge

Excellent Time Management

Advanced Vein Location.