

Leyla Gonzalez

Greeley, CO 80634

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970-405-8287

#readytowork

Authorized to work in the US for any employer

Work Experience

EVS Tech

UCHealth - Greeley, CO

February 2020 to Present

Cleaning discharge rooms daily cleans or rooms.

Nursing Aide Concierge

ARBOR VIEW - Westminster, CO

January 2019 to Present

I assistant with very basic tasks to the CNAs.

I was in housekeeping but I am about to Graduate from Emily Griffith and obtain my CNA.

Customer Service Representative

OMNI TRANSPORTATION - Denver, CO

February 2018 to December 2019

I was in charge of building orders for Bimbo Bakeries via email and Telephone also had to schedule for freight to be picked up. I also made Bill of Lading for Driver's.

Shipping and Receiving Clerk

Capstone Logistics, LLC - Denver, CO

January 2017 to February 2018

Check all the paperwork for incoming trucks for Kroger

Shipping and Receiving Clerk

MILE HIGH FOODS - Denver, CO

October 2015 to October 2016

Did the labels for orders all paper work to ensure drivers had all the right weights and product. And driving logs

CSR II

Alliance Data - Westminster, CO

February 2012 to July 2016

Inbound customer service for credit card company, help explaining customer bills and interest on statements also explaining rewards.

Tech Support for the online app and website. Also got promoted to

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Education

High school diploma

Emily Griffith Technical College - Denver, CO

August 2015 to 2017

High school diploma in Business

Hope online Academy

July 2006 to 2007

Skills

- Data entry
 - Microsoft word
 - Excel
 - Faxing
 - Excellent customer service
 - Answering phones
 - Office oriented
 - work from home in the fraud department investigating fraudulent charges identity theft.
- Vital Signs
- Nursing
- Technical Support
- Caregiving
- Freight Experience
- Customer Service
- Alzheimer's Care
- Cleaning Experience
- Help Desk
- Home Care
- Laundry
- Patient Care
- Senior Care
- Dementia Care
- Environmental Services
- Hospice Care
- Hospital Experience
- Logistics (1 year)