

BEA LOR
7765 Vallejo Street
Denver CO 80221

CAREER OBJECTIVE:

To obtain a criminal research assistant position and excel in opportunities to grow.

QUALIFICATIONS:

- Completed 96 credits from the University of Colorado Denver with an emphasis on technical writing
- Strong attention to detail
- Excellent typing skills
- Knowledgeable of Microsoft Office
- Supervisory experience
- Customer service

EDUCATION:

IVER C. RANUM HIGH SCHOOL
UNIVERSITY OF COLORADO DENVER

WORK HISTORY:

DRESSBARN

PART-TIME ASSISTANT STORE MANAGER

September 2013 to present

Supervised and trained associates. Key-holder responsibilities. Balancing, opening and closing registers. Participated in conference calls, coordinated events and fashion shows. Payroll experience. Visual merchandising, stocking floor, and providing customer service.

BANK OF THE WEST

CUSTOMER SERVICE REPRESENTATIVE

February 2013 to June 2013

Balance drawers, sold accounts, and credit cards. Clerical work. Adhered to all federal and governmental compliance.

TARGET

PRODUCE/SALES FLOOR TEAM MEMBER

April 2010 to September 2012

Customer service, sold products, and credit cards. Logistical work, loading docks, set planograms. Experience with PDF scanner. Worked multiple overnights in setting store and ad.

BRUNSWICK ZONE

BIRTHDAY PARTY HOSTESS

February 2007 to August 2007

Provided customer with food and drink. Supervised children. Bookkeeping, custodial duties.

HYLAND HILLS WATER WORLD

CASHIER

May 2003 to September 2006

Customer service, POS register.

VOLUNTEER EXPERIENCE:

THE BOYS AND GIRLS CLUB OF METRO-DENVER

TUTOR

October 2012 to February 2013

FOOD BANK OF THE ROCKIES

GENERAL LABOR

August 2013

UNITED WAY 125TH EVENT

GUEST SERVICE

September 2013

REFERENCES:

Donna Long

Co-worker at Dressbarn

303-255-6878

Rindi Hagerman

Co-worker at Bank of the West

509-342-4148

Jennifer Northrop

Human resources at Target

720-434-4017

Bea Lor
7765 Vallejo Street
Denver, CO 80221
303-669-6272

March 17, 2014

Dear CMG,

Hello, my name is Bea Lor and I am interested in Criminal Research Assistant position located in Northglenn, Colorado. I believe I will be a wonderful asset to your team based on my experience and education.

My education stems from the University of Colorado Denver, where I emphasized my studies on Technical Writing. However, many of the classes I took helped shape my knowledge in life. These courses included communications, business philosophy, multimedia, and the history of the English language.

As a former part-time assistant manager at Dressbarn, I consider myself to be a hands-on leader who constantly needs to be busy, meanwhile still being attentive to my associates and customers. During my time at Dressbarn, I quickly picked up visual merchandising, stocking, key-holder responsibilities, and any other duties requested. My personal contribution to the team consists of selling credit cards, merchandise, and providing excellent customer service to improve sales. With this being said, our store has been successful in beating monthly sales, and still placing in the top three of the district. With my hard work ethics, I strongly believe that I am able to accomplish what I set my goals and standards to.

At a very young age, I have always been a people person. My first volunteer efforts started when I was 12. I spent my time at the school library tutoring young children in summer school. Two years ago, I had spent three months volunteering for The Boys and Girls Club of Metro-Denver, helping them with their homework, reading to them, and being a supportive role model. Other volunteer organizations I have volunteered for were Food Bank of the Rockies, United Way, and various schools in my neighbourhood.

My personal goal in life is to be the best person that I can be and bring to you my strong work ethics, self knowledge and composure. I look forward to meeting with you to further discuss my application for this exciting position.

Sincerely,

Bea Lor