

**Lori Lipford**  
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**CAREER OBJECTIVE:** An Assistant Manager position utilizing supervisory cash handling and inventory skills.

**SUMMARY OF PERSONAL QUALIFICATIONS:**

- Dependable
- Hard-working
- Takes initiative
- Works well with others

**SUPERVISORY SKILLS:**

- Coordinated daily tasks.
- Oversaw team of 6 employees.
- Delegated work task.
- Assigned employees to appropriate workstations.
- Conducted inspections for quality appearance.

**CASH HANDLING SKILLS:**

- Entered numbers to verify readings on credit card machines.
- Checked all credit card transactions to verify credit card transactions.
- Totaled all checks, credit cards, and cash.
- Verified charges for customers.

**WORK HISTORY:**

- Team Trainer, Taco Bell, Boulder, CO: January 2014- Present
- Shift Leader, Taco Bell, Longmont, CO: February 2009- Dec 2013
- Assistant Manager, Taco Johns, Longmont, CO: Jan 2000-Dec 2008
- TPI, Plastic injection molding, Longmont, CO: May 1999-Dec 1999
- Center line circuits, Inspector, Longmont, CO: Jan 1994-Dec 1998

**EDUCATION:**

Diploma, Loveland High School, Loveland, CO