

Madison Admire

Fort Collins, CO 80525
madmire50@gmail.com
(970) 420-9529

Experienced food service worker proficient in customer service, food handling, preparation and Point of Sale transactions. Also, highly detail-oriented and an organized self-starter who works well independently and with others to get the job done to the satisfaction of the client.

#readytowork

Work Experience

Customer Service Representative

KiwiCo - Fort Collins, CO
September 2020 to Present

- Answered customer calls and emails with solutions to customer concerns
- Engaged with clients in a friendly yet professional manner
- Worked well alongside team members to provide a pleasant and helpful experience to customers

DoorDash Delivery Driver

DoorDash - Fort Collins, CO
May 2020 to Present

- Fast and efficiently delivering food orders to clients in the local area while maintaining proper food temperature controls.
- Exceptionally handling any and all customer concerns, making sure to never leave a customer unsatisfied.

Labor Worker

Colorado Business Solutions - Fort Collins, CO
October 2019 to May 2020

- Unloaded full trailers of product efficiently and in a timely manner
- Recycled old and used clothing, shoes, and accessories into large condensed bundles
- Loaded full trailers with bundles to send overseas to less fortunate countries

Customer Service Representative

Otterbox - Fort Collins, CO
May 2019 to October 2019

- Customer care coordinator proficient in handling customer concerns, processing warranties, and upselling products over the phone in company call-center
- Responsible for maintaining high levels of integrity while gathering customers private information and credit card payments in order to process the correct order for the customer

Sales Associate

Mama Ronis - Fort Collins, CO

January 2019 to September 2019

- Delivering food and beverages fast and efficiently while maintaining food sanitation practices and proper temperature controls
- Cooked, prepared, and properly portioned raw meats, as well as various other food items
- Maintained a clean and presentable store front, dining area, and work station

Cashier/Waitress

Fazoli's Italian Restaurant - Fort Collins, CO

June 2016 to October 2018

- Prepared quality products while maintaining proper food safety practices, portion control and physically appealing meal presentation
- Provided coaching, mentoring, and consultation to staff to enhance staff development.

Education

License in Real Estate

May 2019 to Present

Some College in Business

Aims Community College

August 2018 to May 2019

Some College in Undetermined

Front Range Community College

May 2016 to May 2018

High school diploma

Fossil Ridge High School

August 2014 to May 2018

Skills

- SKILLS
- Quick learner
- Organized multi-tasker
- Good with numbers and math
- Dedicated team player
- Honest, trustworthy and punctual
- Detail-oriented
- Strong work ethic
- Point of Sale (POS) system operation
- Fast and efficient service worker
- Able to keep a clean and sanitary work station

- Proficient in Microsoft Office and familiar with Computer Aided Design software
- Food Handling
- Food Safety
- AutoCAD
- Food Service
- Drafting
- Upselling

Certifications and Licenses

Computer Aided Design Certification

May 2018 to Present

Graduated HS with a Certification in CAD and 25 college credits completed.