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Objective

My objective is to obtain a full-time position where I can use my skills and customer service experience.

Experience

North Metro Community Services, Westminster, CO

Community Based Trainer

October 2005 - August 2008

I drove a door-to-door route using a wheelchair-accessible van. I transported adults with developmental disabilities from their homes to the North Metro Day program. I would take the clients out to access the community four days a week. I also helped them with hygiene, including preparing lunches and changing diapers. At the end of the day, I would transport them back home. Throughout the day, I was responsible for six clients at a time. I was also required to fill out a brief summary of the day, which was called a contact note. I completed many training classes.

Alliance Data, Westminster CO

Sales & Service Representative

November 2010-March 2011

Cared for diverse group of customers by taking a wide range of inbound calls to resolve inquiries and educate the customer regarding their credit accounts, offered sales to eligible customers of different product offerings, required to meet an established monthly goal based on percentage of sales, productivity and call quality. In addition, updated and documented account information and records, followed established guidelines for quality and productivity, authorized/declined purchases based on the customer's financial profile and opened new credit card accounts for eligible customers.

Debra Bryant

February 2012-August 2012

Office Assistant for King Soopers in Labor Relations

Aspen Personnel

August 2012-February 2013

Office Assistant for Allside, handled in-coming calls and filing.

Gomez Burritos on Park Ave

February 2013-June 2013

Cashier, handled incoming orders

Aspen Personnel

July 20 13 - July 2014

Office assistant for Alside Supply, handled all incoming calls, I was also responsible for scheduling all measures and installs then completing all necessary paperwork, I also did a lot of filing

Village Inn

January 2015 - January 2016

server, greeted customers took their food orders and brought their food out i was also responsible for side work such as maintaining a clean work environment.

Marketlink

January 2016 - May 2016

I worked in the promotions department and was responsible for calling new and existing customers to offer our monthly promotions and also get new customers to drop their current carriers.

Allen Company

May 2016 - Present

Warehouse associate, I did order picking and palletizing I am also responsible for completing all required documents needed to ship out orders I worked in production as well working in the assembly line for gun cases

Skyview High School

Diploma 2003

Training

North Metro Community Services Training Program

- CPR and First Aid
- Epilepsy
- Medication Administration
- Defensive Driving
- Abuse/Neglect spectrum, Legal Rights, and Confidentiality
- Incident Reports
- Infectious Diseases
- Crisis Intervention
- Nutrition

- Forklift certified

Skills

- experience with numerous computer programs such as Microsoft Word, Excel spreadsheets, office outlook
- Great customer service skills
- Ability to work in fast paced environment and successfully handle difficult customers
- Ability to use a pallet jack, electric pallet jack and a stock picker