

Meagen A. Brown
828 S. 22nd Avenue
Brighton, Co 80601
720-600-3338
Meagenbrown4@gmail.com

OBJECTIVE:

To work with a dynamic group in a creative environment that fosters continuous learning and professional growth.

WORK HISTORY:

CBB'S Cleaning Services

Owner

Broomfield, CO

December 2015 to September 2019

- Complete new customer quotes
- Schedule appointments/cleanings
- Take Payments
- Complete cleaning duties
- Overseeing all employees
- Ensured quality and satisfaction
- Customer Service

Ball Factory

Golden, CO

Factory Worker

February 2012 to November 2014

- Adjusting and repairing production equipment
- Performed troubleshooting on production equipment
- Performed preventative maintenance
- Inspects equipment
- Stocked supplies in assigned area
- Record keeping
- Removed briquettes from conveyor and ensured proper running
- Performed clean-up, housekeeping duties

Johnson Auto Plaza

Receptionist

Brighton, CO

June 2011 to December 2011

- Answer and screen calls
- Run a switch board
- Stock in invoices/Handles bill of lading
- Data entry
- Scanning
- Greet Customers

- Mail

IBM
Agent

Boulder, CO
July 2010 to June 2011

- Technical Support
- Handled many technical support calls a day
- Performed troubleshooting
- Consistently exceed daily quota
- Data Entry
- Reporting
- Excellent Customer Service

Lonestar Steakhouse
Server

Brighton, CO
August 2009 to June 2010

- Greet Customers
- Meeting with customers to ensure full satisfaction
- Serve Guests
- Cashier
- Prepare and run food
- Performed clean-up and housekeeping duties
- Perform other duties and projects assigned

Brighton Pavilions
Customer Service Representative

Brighton, CO
November 2007 to May 2008

- Usher
- Cashier
- Concessions
- Customer Service
- Performed clean-up and housekeeping duties

Brighton Recreation Center
Head Lifeguard

Brighton, CO
January 2006 to September 2008

- Lifeguard
- Supervised all other lifeguards on duty
- Group swimming lesson instructor
- Private swimming lesson instructor
- Manage water and pool area
- Performed clean-up

ADDITIONAL KNOWLEDGE AND SKILLS:

- Microsoft Office
- Word
- Excel
- Interpersonal Skills

- Analytical Skills
- Excellent Computer Skills
- ADP
- Oracle Database
- Mainframe Database
- Troubleshooting Skills
- Verbal and written communication
- Ability to multitask
- Ability to learn operating material
- Ability to identify product defects
- Ability to perform basic mathematical calculations

EDUCATION:

- Brighton High School, Brighton, CO
- Honor Roll
- Certified Nursing Assistant
- CPR Certified

References available upon request