

Thursday 4pm, 3rd shift

Melissa Kastrati

9843 E Laredo Dr.
Commerce City, Colorado 80022
Home 303-289-5292
emelisa_kastrati@hotmail.com

cell - 303-276-1718

Objective

Position as an administrative/clerical or related position which offers key participation, immediate challenges, and career opportunity.

An assurance technician position within medical industry, with an opportunity to refine my skills and knowledge to contribute to your company goals.

Enthusiastic team player with quick-study capabilities, appreciated by others for willingly stepping up to any challenge.

Qualification Highlights

- Recognized for long hours, commitment to customers, attention to detail, professionalism, and follow-up.
- Met or exceeded all performance goals to date.
- Resourceful, energetic, competent, multi-task and results-oriented.
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Work well as a team member or independently.
- Competent using software including: Windows, Word, PowerPoint, E-mail, and the Internet.
- Mediation and problem solving skills.
- Demonstrated ability to meet the needs of patrons, dependable, hard working, reliable, and punctual.

Work Experience

US BANK, DENVER

PROOF OPERATOR, 2008 - Present

- Processed a high volume of banking transactions with a high level of accuracy.
- Assisted with client account balancing, account balancing research, and transmittal activities.
- Balanced work and preparation of cash letters as well as performed various other duties as directed.
- Easily establish rapport with people of all ages, cultures, and beliefs.
- Earned a reputation as a valuable and cooperative coworker by: being fair, honest, and willing to help others when needed; effectively resolving conflicts at appropriate times.
- Effective in stressful situations.
- Acted as a role model and mentor for new trainees engaged in on-the-job training.
- Adept at addressing work processes and new systems, and coordinating task force projects.

DENVER PIZZAZZ, DENVER

SALES SPECIALIST, 2005 - 2008

Interview Questions

Candidate Name: *Melissa*

Do you have any questions about the position?

With this account you will have four seven minute breaks and one thirty minute lunch, is that something that will work for you? They have a very strict attendance policy on site. *yes*

Do you think that you would be comfortable working in a clean room environment?

yes

Can you....

Maintain a steady working pace? *yes*

Either stand or sit for your entire shift? *yes*

Work under florescent lights for your shift? *yes*

What interests you about this position? (Why did you apply?)

different career path, shift works

What challenges are you looking for in this position?

in future

What motivates you to do your best?

daughter

Shift/Pay: *3rd shift / 13.65*

Scheduled Time for Site Tour/Interview:

8:30am

DISCLOSURE AND AUTHORIZATION REGARDING PROCUREMENT OF BACKGROUND REPORTS

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than a year, or both.

In connection with my application for EMPLOYMENT (including contract for services), I understand that investigative background inquiries are to be made on me which may include criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences. *If I include a current employer for verification, I may jeopardize my position within that company.* I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from BACKGROUND SOURCE INTL and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my employment (or contract).

Applicant Signature: *C. Kastrati* Date: 10-22-2015

Please PRINT clearly: Position applied for: _____

Name: MELISSA KASTRATI Maiden / AKA: _____
First Middle Last

Soc. Sec. #: 652-10-1708 *Sex: F *Race: _____ *Date of Birth: 08/29/1977
652-10-1708

Current Address: 9843 LAREDO DRIVE County: ADAMS COUNTY

City: COMMERCE CITY State: CO Zip: 80022 How long: 2004 to present

Previous Address: _____ County: _____

City: _____ State: _____ Zip: _____ How long: _____ to _____

Motor Vehicle Report Fax to: (208)769-7282

Name as it appears: _____ License #: _____ State held: _____

*Responses to these are completely voluntary. You need not respond to have your application considered. However, without this information, we may be unable to distinguish you from another in the event we discover adverse information during our background investigation. 03/06/01