

Michaela Lange

Longmont, CO 80504

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(719) 252-5645

Work Experience

Sr. Sign Production Associate

Signs By Scott, Pueblo

July 2018 to January 2020

Required to cut down and carry sheets of material up and down stairs as well as laminate decals. Took inventory of materials as well as any orders that were made and delivered. Assembled and installed indoor and outdoor signs and decals occasionally with the use of ladders.

Sales Associate

Samuels Jewelers, Pueblo

April 2017 to July 2018

Explained special financing options to customers and processed warranty repairs. Processed and received inventory shipments to the corporate office and other stores. Duties performed included counting and safely stowing inventory, make bank deposits, open and close store.

Quality Control Agent

Global Callcenter Solutions - Pueblo, CO

May 2016 to March 2017

Verified computer based orders placed by call center agents were entered correctly. Researched and resolved any rejected or incorrect orders with agent. Trained agents on how to place orders with specialized software.

Advised agents on how to resolve issues with accounts and improve their skills.

Sales Associate

TKO Vapor, Pueblo

March 2016 to May 2016

Assisted customers with all vaping needs from liquids to coils. Blended juices per customer request. Promoted competitions in which participants could win vaping devices or liquids as part of marketing strategies.

Education

High School Diploma

Fowler High School - Pueblo, CO

May 2013

Skills

- Basic computer and typing
Excellent time management
Self-motivated
Highly attentive to detail
Interpersonal
Quality customer service
- Quality Control
- Computer Skills
- Assembly Experience
- Manufacturing