

Michelle L. Peek

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8416 Peakview Dr, Fort Collins, Co, 80528

(970) 616- 1706

Summary

I am energetic, motivated, and prompt. I love to do new things and gain more knowledge of my surroundings.

Abilities

PC experience: Windows 95, Meditech, collections, telex, word perfect, and Microsoft Word.

Customer service: Extensive telephone skills, and auditing experience.

Itemizing accounts: Cashier, collections, leadership skills, and employment timekeeping.

Fabrication: Meat cutter, organizational skills, safety, productivity, and weapons handling.

Objective

To obtain a position in which I can attain and use knowledge and skills. I would like to use computer experience and skills to further my career and personal growth.

Employment History

Fabricator

JBS

08/01/2019- 10/10/2019

800 N 8th Avenue, Greeley, Co, 80631

(970) 304-7315

Knowledge of organizational skills, safety equipment, and safety around weapons as well as tools. Meat cutting as proper use of materials as well as procedures. Constant use of organizational skills, safety, and precautionary actions.

Retail

Walgreens

10/25/2017- 12/04/2018

1480 Main St. Windsor, Co, 80550

(970) 686- 0838

Packing and unpacking store supplies while organizing shelves and various items. Customer support and retail. Worked in many areas including: Beauty, pharmacy, retail, customer support/ service, photo/ imaging, and register.

Clerk
Sports Center Liquor

1215 Main St., Windsor, Co, 80550
(970) 674-1040

Store managing, organizing, retail, customer service/ support, phone support, and cashier. Packing and unpacking store supplies as well as organizing various shelves and items. Worked in all areas as well as cleaning and maintaining store space.

Retail Clerk
Henderson Oil
11/24/2015- 07/15/2017
12600 US Highway 85, Buffalo, South Dakota
(605) 375-3255

Customer service, inventory, register, stocking, cooking, and cleaning store space. Counted stock and put away on shelves, responsible for cash in drawer, balancing my drawer at the end of every night, putting money in safe, and covered other's shifts.

Behavioral Health
Campbell County Memorial Hospital (Adecco)
306 South Gillette Avenue, Gillette, Wyoming
07/01/2014- 10/01/2014

Going through files, pulling files older than ten years and purging them. Writing up papers to scan in system, and getting rid of select files. Younger files keeping, sorting, and filing away in order.

Education and Training

DCCC:
DC 1 year of College or a Technical or Typing/ Vocational School

Honors and Activities

1998 Employee of the month
Who's Who

References

Official Reference

Kathy Russell

Henderson Oil

Buffalo, South Dakota

(605) 641-2361

Official Reference: 6 years

Jessica Salazar

H&R Block

1215 Main St. Unit G, Windsor, Co, 80550

(970) 674-1040

Official Reference: 3 years

Personal References

Tony Browning

Owner

5416 S Winland Dr., Gillette, Wyoming, 87218

(307) 685-6587

Personal Reference: 11 years

Lorretta Rucker

Office School District

1991 Road W., Po Box 124, McDonald, Kansas, 67745

(785) 626-6016

Personal Reference: 20 years