

Misti Preston

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Authorized to work in the US for any employer

Work Experience

Dispatcher, Pool Doctor

Pool Doctor

2019 to Present

Laid off

- Answered all incoming calls
- Printed and emailed or mailed invoices to vendors
- Dispatched new incoming customers
- Dispatched on going jobs with multiple repairs
- Communicated with Maintenance supervisors and all customers that called for needed services

Team Leader & Trainer

Work Options for Women

2018 to 2019

- Work with students in a culinary education setting
- Relationship building
- Commitment to customers
- Social/emotional support necessary to be successful in school/training
- Providing meaningful information for problem solving
- Training students in healthy choice making and increasing resiliency, self-direction and motivation
- Address student concerns when issues arise
- Assist with the execution of all program-related activities

Culinary Student

Work Options for Women

2017 to 2018

- American Culinary Federation Prep Cook Certification holder
- ServSafe Food Handler's Card holder
- ServeSafe Allergen Certification holder
- Prepare & serve from-scratch food to 300+ customers daily
- Consistently practice kitchen safety, sanitation, and proper food storage procedures
- Proficient knife skills, weights, measures and kitchen math
- Skilled in hot and cold food preparation
- Correctly utilize, disassemble and clean industrial mixer, immersion blender, Robot Coupe, Merry Chef, slicer, grill and fryer
- Quickly and efficiently stock food inventory
- Capable of making Béchamel and pizza sauces

- Skilled with Mise en Place, recipe scaling and ingredient preparation
- Familiar with small, medium and large dice
- Knowledgeable with fruit, vegetable and meat identification
- Independently assemble and break down food stations in a timely manner
- Competently follow written recipes and verbal instructions
- Versed in food receiving, labeling, storing, and rotation, including accurate temperature logging
- Knowledge of kitchen safety including slips/falls and lifting
- Maintain cleanliness of kitchen and dining areas
- Efficiently operate 3 compartment sink and commercial dishwasher

Administrative Assistant

TouchStone Granite & Marble, Dispatch - Denver, CO
2016 to 2017

- Provide bids/estimates to customers
- Communicate with installers and customers to schedule install of countertops in new construction and remodels
- Process billing to builders weekly for payment and process credit card or check payments from retail customers

Data entry

Images Flooring, Warranty & Dispatch
2014 to 2016

- of work orders to complete all requested warranty by customers or vendors
- Process chargeable items for vendors
 - Create on-the-job invoices for extra work after initial installation of flooring for payment.

Customer Service

Primera
2011 to 2013

- Assist in planning, installation, training, troubleshooting, maintenance, upgrading and disposal of damaged cabinetry products
- Communicate with customers, builders and installers for scheduling of installation.

Patient Care Technician

DaVita
2009 to 2011

- Monitor each patient before, during and after dialysis treatment
- Set up, break down and disinfect dialysis machines
- Cannulate patients access sites for needed treatment; pull needles to take patients off dialysis when treatment is completed
- Run water treatment room to insure water going to patients is safe for dialysis treatment
- Enter all data into chairside snappy for patient perimeters and doctor orders

Attendance/Health Clerk/Coach (substitute)

Sheridan School District
2009 to 2011

- Attend to all children that are sick or injured
- Contact parents if pick up required

- Communicated with all staff, students and parents for any tardiness or absences.
- Updated computer system day for all tardy and absences.
- Coach girls' basketball; teach basics fundamentals to middle school students.

Schedule travel arrangements for manager

R & M Recycling, Logistics

2008 to 2009

- Assist manager in preparing pricing for customers and buyers and data entry
- Communicate with customers to schedule equipment for shipping
- Research companies for best possible price for shipping
- Confirm with shipping companies equipment is shipped, request invoice and weight tickets, calculate amount to be invoice then submit to accounting

Education

Associate in Medical Assisting

College of America - Denver, CO

Skills

- Excellent communication skills
- Punctual
- Team player
- Microsoft office
- Administrative Assistant
- Outlook
- Receptionist
- Microsoft Excel
- Billing
- Word
- Administrative Experience
- Customer Service
- Time Management
- Excel
- Project Management
- Microsoft Word
- Data Entry
- MS Office
- Quickbooks
- Culinary Experience
- Dialysis Experience
- Experience Working With Students

- Chairside Assisting
- Food Preparation
- Kitchen Experience
- Office Management
- Customer Service (3 years)

Assessments

Administrative Assistant/Receptionist — Highly Proficient

January 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Customer Service — Highly Proficient

July 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Receptionist — Proficient

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

Attention to Detail — Highly Proficient

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

October 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

A passion for people and a lifetime of experience in a variety of fields makes me a capable, versatile employee. I enjoy trouble-shooting concerns, am self-motivated and well-organized, and am driven to meet deadlines and keep clients and customers happy.

General Skills

- Positive attitude and quick, enthusiastic learner

- Skilled with Microsoft Office Suite
- Successful in a team environment
- Effective team player
- Punctual and reliable
- Ability to multi-task
- Exceptional attention to detail
- Excellent communication skills