

Monique Zegarra

Thornton, CO 80229

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To obtain a job where I can utilize my skills for the growth of the company and continue to learn new things.
Authorized to work in the US for any employer

WORK EXPERIENCE

Front Desk Clerk

Glo Tanning Studio - Northglenn, CO - 2017-05 - 2017-08

work front desk and cash register, assist customers, clean, and stock inventory

Manager's Assistant

Alpine Demolition - 2013-02 - 2017-08

filing, faxing, scanning, input computer data, answer phones, open and distribute mail, cleaned, assist others
help with paperwork to pull demolition permits

Waitress/Cashier

Jack-N-Grill - 2016-12 - 2017-03

greet people, clean, take orders, serve customers

sales associate

Aeropostale - 2015-11 - 2016-04

worked the cash register, clean, help customers, and stock new inventory

EDUCATION

None yet, CNA soon in Nursing

Front Range Community College - Westminster, CO
2019

High school Diploma

Faith Christian High School
2016-05

SKILLS

customer service, fast learner, faxing, filing, RECEPTIONIST

ADDITIONAL INFORMATION

Skills:

Computer input, good customer service, filing, faxing, fast learner, work well with others, and always willing to learn new things.