

# Natalie Bolivar

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Education~Rangeview High school | Aurora ,Co | 2015-2019

## SKILLS

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- Communication skills:
  - Clear and concise written and verbal communication
  - Active listening skills
  - Ability to convey complex ideas in a straightforward manner
  - Ability to promote and communicate
  - Confidence
  - Bilingual (spanish,english )
  
- Time Management:
  - Effective prioritization of tasks
  - Proven ability to meet deadlines
  - Efficient use of time and resources
  - Organized
  - Managing time effectively
  
- Adaptability:
  - Openness to new tools and technologies
  - Embrace challenge and change
  - Providing significant results
  - Excelled in a fast-paced environment
  - Remaining calm under pressure

## WORK EXPERIENCE

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### Front desk ~ Ready To Work | Aurora ,Co | 04/2025-Current

- Program to support people facing addiction or homelessness.
- Answering Phone calls and filling out paperwork
- Sending out emails to coworkers or clients wanting to apply to the program
- Supportive worker towards our clients and workers.

### Assistant Manager ~ Taco Bell | Aurora ,Co | 2017-2022

- I worked alongside many great people who helped me progress throughout my career.
- Became assistant manager 6 months after my first day.
- Great communication with customers and coworkers.
- Prepped food ,handled cash as a cashier,learned how to do inventory.

### Server~Monterey Little Mexico | Arglington ,Tx | 07/2023-10/2023

- Customer service, greeting customers respectfully. Provided prompt,efficient service
- Handle complaints and concerns professionally.

- Ensure orders are accurate
- Handle cash, credit cards and other forms of payment.
- Work with other coworkers and have a positive environment
- Multitasking and time problem solving skills

## Amazon~Warehouse associate |Commerce City,Co | 02/2025-03/2025 Temporary Position

- Unloader/Loader
- Scanning Packages
- Pallet Jack Operation
- Heavy lifting
- Inventory control and accuracy
- Knowledge of safety procedures and ability to report hazards