

# Olivia Lindstrom

Fort Collins, CO 80526

[olivialindstrom3\\_ybk@indeedemail.com](mailto:olivialindstrom3_ybk@indeedemail.com)

970-420-3298

To use my degree and diverse work experience to better my community and provide excellent customer service whenever possible.

Authorized to work in the US for any employer

## Work Experience

---

### **Tutor and Mentor**

Tutor Doctor - Longmont, CO

January 2016 to Present

- Work with a variety of different students, tutoring various subjects
- Schedule appointments and add session notes post-appointment
- Lesson plan and research as necessary for in-home tutoring appointments

### **Custodian I**

Weld RE-4 School District - Windsor, CO

July 2019 to January 2020

- Vacuum, sweep and/or mop all floor surfaces in my area of the highschool and clean all bathrooms nightly. Assist with night events when needed.
- Dust and carpet clean whenever possible, assist in evening school functions
- Had to leave job due to pneumonia

### **Car Detailer**

Zipcar

April 2019 to November 2019

- Interior car detailing including carpet cleaning, vacuuming, interior dusting and cleaning
- Exterior hand-washing as needed

### **Server**

The Mayor of Old Town - Fort Collins, CO

June 2017 to June 2018

- Provide excellent customer service at all times
- Thorough knowledge of over 100 ever-changing craft beers
- Waiting tables for 12+ hours, and closing the restaurant multiple times a week

### **Spinal Technician**

Spine Correction Center of the Rockies - Fort Collins, CO

October 2016 to May 2017

- \* Greet patients and tech them accordingly

- \* Follow individualized treatment plans
- \* Input necessary patient information and billing information in to different platforms
- \* Clean and perform maintenance on products and machines used daily when needed

### **Instructional Assistant**

The Joshua School - Denver, CO

July 2015 to September 2015

- \* Work one-on-one with autistic preschoolers, coaching life skills such as self care and peer communication.
- \* Responsible for wellness and progress of two students as a Case Manager.
- \* Collect and graph behavioral and educational data daily.

### **School Technology Specialist and Librarian**

Jacob Schmitt Elementary - Denver, CO

November 2014 to June 2015

- \* Purchase, maintain and implement technology in Elementary school classrooms.
- \* Organize and run the school library of 10,000 + books.
- \* Interact daily and create positive connections with a wide variety of Denver youth.

### **Bakery Clerk**

The Cheesecake Factory - Denver, CO

September 2014 to January 2015

- \* Plated cheesecakes and attended to customer needs
- \* Placed orders and ran them
- \* Ensured cleanliness and food prep standards were met

### **Academic Support & Advising Administrative Assistant**

University of Northern Colorado - Greeley, CO

May 2012 to June 2013

- \* Manage multiple-line phone calls, provide information to client, be friendly and fast.
- \* Schedule appointments, enter data, send out e-mail announcements, organize events.
- \* Have a working knowledge of campus programs, most especially ASA.

### **UNC Student Tutor**

University of Northern Colorado - Greeley, CO

October 2011 to May 2013

- \* Tutor peer college students in Psychology, Anthropology, Political Science and Economics.
- \* Provide study skills and varying levels of support to struggling students.
- \* Reference on-campus assistance programs as necessary.

### **Administrative Assistant**

Pathways - Greeley, CO

June 2009 to August 2010

- \* Greet patients, man multi-line phone, received payment from patients.
- \* HIPPA/patient confidentiality trained.
- \* Design and implement a more efficient patient record filing system.

## Education

---

### **Certificate in Bookkeeping**

Front Range Community College - Fort Collins, CO

January 2020 to Present

### **Bachelor of Arts in Psychology**

University of Northern Colorado - Greeley, CO

2010 to 2013

## Skills

---

- Appointment Scheduling (4 years)
- Microsoft Office Suite (5 years)
- Multi-Line Phone System (4 years)
- Customer Service (4 years)
- Copy Machines (3 years)
- Fax Machines (3 years)
- File Maintenance (4 years)
- Customer Service (8 years)
- Customer Relationship Management (4 years)
- Data Entry (3 years)
- Medical Terminology (3 years)
- Public Speaking (4 years)
- Powerpoint (10+ years)
- Teaching (6 years)
- Typing (10+ years)
- Tutoring
- Car Wash
- Library Services
- Autism Experience
- Case Management
- Bookkeeping (1 year)
- HIPAA
- Writing Skills
- Developmental Disabilities Experience