

Olivia Montoya

Motivated Team Player!!!!

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I am always bettering myself and have a deep need to challenge myself by utilizing newly attained skills incorporated with proven past methods.

My strong work ethic and grounded sense of self is at its sharpest when I am able to work for any employer that allows my assets to be enhanced, recognized and rewarded.

Willing to relocate to: Westminster, CO - Arvada, CO - Denver, CO

Authorized to work in the US for any employer

Work Experience

Lead Merchandiser

Retail Odyssey - Fort Collins, CO

April 2020 to July 2022

I use a Planogram to assist me in completing merchandise resets, I communicate with my team lead and I work with my team to successfully meet deadlines.

General Maintenance / Groundskeeper

Big Thompson Pool Cabin - Drake, CO

September 2018 to October 2019

Working in a team of 2, I do basic plumbing, electrical and overall building maintenance as well as concierge service on an as-needed basis for vacationers and property owners.

Inventory and Receiving Manager

Scotchies CPU - Fort Collins, CO

April 2007 to September 2014

I packed and weighed parcels and mail, applied proper postage and charged customers accordingly. Also involved in the job was answering phones, receiving/scanning of parcels, filing, inventory and public relations.

Co-owner/Operations Manager

Apocalypse Tao Industries LLC

May 2001 to April 2007

I was the co-owner and overseer of operation for a residential/commercial move- out company that specialized in renovation clean up and residential organization.

Education

Associate in Criminal Justice

Front Range Community College - Fort Collins, CO

August 2012 to September 2015

AS in Business

Front Range Community College - Fort Collins, CO
February 2013 to December 2014

High school diploma

Poudre High School - Fort Collins, CO
May 1996 to November 1996

Skills

- Leadership (5 years)
- Communication skills (10+ years)
- Organizational skills (10+ years)
- Public Relations (10+ years)
- Residential Cleaning (10+ years)
- Maintenance (10+ years)
- Groundskeeping (10+ years)
- Computer Skills (10+ years)
- Landscape Maintenance (10+ years)
- Handyman (10+ years)
- Property Management (3 years)
- Planograms
- Plumbing
- Merchandising
- Project Management
- Load & Unload
- Store Management Experience
- Sales management
- Cash handling
- POS
- Team management
- Retail management
- Merchandising
- Leadership
- Customer service
- Retail sales
- Supervising experience

Certifications and Licenses

Driver's License

September 2019 to September 2026

Assessments

Management & leadership skills: Impact & influence — Proficient

May 2022

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Customer service — Proficient

March 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Construction safety — Proficient

September 2022

Using safe practices while on a construction site

Full results: [Proficient](#)

Work style: Reliability — Completed

May 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Completed](#)

Customer focus & orientation — Proficient

August 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Attention to detail — Proficient

July 2022

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

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

November 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Automotive maintenance — Proficient

December 2022

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Proficient](#)

Sales skills — Proficient

September 2022

Influencing and negotiating with customers

Full results: [Proficient](#)

Basic maintenance and repair — Proficient

November 2022

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

Work motivation — Proficient

September 2022

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Customer focus & orientation — Proficient

May 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Front desk agent (hotel) — Proficient

August 2022

Selecting hotel rooms based on requests and identifying errors in hotel data

Full results: [Proficient](#)

Retail customer service — Proficient

August 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Delivery driver — Proficient

March 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Mechanical knowledge — Proficient

December 2022

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

Work style: Reliability — Proficient

March 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

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