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# Nancy Olsen

## Experienced Transportation professional

Nancy E. Olsen  
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### OBJECTIVE

To find a long term, rewarding position with growth potential.

### EMPLOYMENT

Courier 09/2012-07/2013

InnovAge Long Term Care Options Denver, Colorado

I picked up and delivered Medicaid application packets, and associated paperwork between ILTCO and county human services offices. Picked-up and delivered interoffice mail. Ensured work vehicle was properly maintained and clean at all times.

Customer Service/Sales Representative 03/2012-06/2012

Convergys Denver, Colorado

Answered customers billing questions, processed payments, performed upgrades and downgrades of service. Properly routed customer calls to the appropriate departments.

Bus Driver 08/2007- 11/2009

Cherry Creek School District Aurora, Colorado

Picked up and delivered school children to and from school.

Bus Assistant 10/2006-07/2007

Cherry Creek School District Denver, Colorado

Assisted school bus driver with their students. Secured pre-schoolers in seatbelts, tied down wheelchairs. Helped to manage and discipline older students.

Shuttle Driver 09/1993-10/2006

Avis/Budget Rent A Car Denver, Colorado

Transported rental agency vehicles between Avis and Budget facilities throughout the state of Colorado and Wyoming. Also performed bank runs, Inter-office and U.S. mail runs, picked up checks and titles at auto auction and salvage facilities. Did title work on newly arrived cars.

Customer Service Representative 12/1989-01/1991

United Artists Cable Englewood, Colorado

Managed cable television customer accounts. Handled customer requests involving troubleshooting, and billing. Upgraded and downgraded accounts, scheduled trouble calls, signed up new customers.

### EDUCATION

Certificate- Medical Coding

Emily Griffith Opportunity School Denver, Colorado 06/2010-06/2011

Diploma

Smoky Hill High School Aurora, Colorado 09/1976-05/1980

### SKILLS

-Excellent driving skills

-Clean MVR

-Drives defensively

-Good working knowledge of metro area

-Hard working, friendly team player

