

PAUL GRIEGO

Fort Lupton, CO 80621

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Work Experience

Filing/front Desk Reception

KRUPNICK COUNSELING ASSOCIATES - LONGMONT

Present

Check clients in, collect copayments, schedule appointments, manage & perform appointment reminders, file charts, organize file room, inventory of supplies, clean offices and odd projects as assigned. Maintain building security for evening and weekend therapist(s).

Customer Service Representative

(SEASONAL) RECREATION CENTER, CITY OF FORT LUPTON

May 2022 to March 2023

Performed a wide range of general clerical, office, and receptionist work including general building supervision. First line customer service contact, accepted payments, data entry, class enrollment.

(SEASONAL) OFFLOADER, UPS - LONGMONT

November 2021 to February 2022

Responsible for unloading trucks and sorting packages on the 4am shift

Volunteer Work

FORT LUPTON BOOSTER CLUB

January 2016 to December 2021

Worked Bingo concessions; cash handling, food preparation, clean-up and set-up.

Worked Bingo Floor; selling tickets, clean-up and set-up.

Worked Spirit Gear; selling clothes and accessories, cash handling, clean-up and set-up

Worked numerous fundraisers doing whatever instructed to do

Produce Clerk

SAFEWAY - FORT LUPTON

May 2021 to November 2021

Responsible for preparation and distribution of fresh cut produce. Work independently with no direct supervision. Operate pallet jack for inventory stocking. Quality control on what produce to stock.

Yard Work

MARY ELLEN LEBLANC

January 2018 to December 2020

Cleaned rabbit cages, mowed her yard, pulled weeds, trimmed trees.

Cashier/pizza Maker

LITTLE CEASARS - FORT LUPTON

March 2019 to September 2019

Worked as a cashier and pizza maker. Excellent customer service skills, cash handling experience, inventory, worked independently, responsible for closing and opening shifts.

Education

FORT LUPTON HIGH SCHOOL

May 2021

Skills

- Quick learner
- Respectful customer service
- Technologically Savy
- Respect authority, hard worker
- Great attitude
- Active listening
- Dependable
- Flexible
- Effective communication
- Produce Experience
- Pallet Jack

Certifications and Licenses

Driver's License