

Rachel Bailey

Longmont, CO

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Seeking a career with a well established company where my skills will be implemented, as well as enhanced. Searching for a company that I can grow and learn with, Where I can enhance my future as well as the company's future.

WORK EXPERIENCE

Janitorial Worker

Jems Cleaning and Janitorial - Longmont, CO - 2016-04 - Present

Assisting with our family owned business while coming back from maternity leave. Cleaning commercial buildings.

Customer Service Rep

Apple-IBM - Boulder, CO - 2011-09 - Present

Customer service: Answering calls, trouble shooting: iPhone's, iPads, and iPods, selling protection plans.

Receptionist

Great Clips - Lakewood, CO - 2010-04 - Present

Salon/ Spa: Greeting customers, answering phones, handling money, cashing in stylists, cleaning, Prepare stylists for next client, running errands.

Junior Associate

Clear Creek Consulting - Louisville, CO - 2014-01 - 2015-10

Para/ administrative work assisting people with finding a resolution to their tax liabilities with the Internal Revenue Service and the States. Make negotiations with the IRS and the States to keep clients from getting seized and levied. Also assist clients with getting current and compliant and on good terms with their tax issues.

Product sales

Hair Stylists - 2011-10 - 2015-06

10/2011 - 06/2015

Great Clips- Louisville, Boulder, Lafayette and Longmont Locations,

Attending to customer needs with their hair. Providing the customer with satisfaction. Educating customers about products. Specialized in men's haircuts. Product sales.

Received Employee of the month for Oct 2013

And MVP Employee for 2013 Boulder.

Asst. Manager

Walker Subway - 2008-11 - 2009-04

Del city, ok

Restaurant/Food Services: Assisting with daily paper work, handled money/ register,

Opened/ closed store, cleaning, stocking, and working cash register, dealt with employees.

EDUCATION

Bachelors in Business Management

University of Phoenix Westminster
2011-08 - 2014-10

Associates

Regency Beauty Institute - Westminster, CO
2009-10 - 2010-11

High School Diploma in 3 High Honor Awards

Adams City High School - Commerce City, CO
2000-10 - 2003-05

SKILLS

40 WPM, FAST LEARNER, TEAM PLAYER, TYPING

ADDITIONAL INFORMATION

SKILLS

Computer Intermediate

Typing 40 wpm, 15 spm 10- key, multiple phones lines, word, excel, Internet
Close eye for detail, team player, fast learner, great work ethics.