

# Rebecca Fretwell - Schwartz

Laporte, CO

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9703739330

I have over ten years in customer service, I'm looking to work with a team that I can perfect my skills and provide quality customer service to the clients.

Authorized to work in the US for any employer

## Work Experience

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### **Cashier**

Qdoba - Fort Collins, CO

October 2017 to Present

- Catering
- Food preparation
- Customer service
- Cashier
- Answering phone calls
- Opener/Closer
- Kept dinning room clean

### **Clinic Assistant**

Express Employment Professionals - Fort Collins, CO

August 2017 to September 2017

- Walked patients back to rooms
- Got rooms ready patients
- Opened and closed rooms
- Data entry
- Got folders ready for surgery
- Organized xrays
- Prepared patients charts

### **Teacher Assistant**

Kindercare Learning Centers - Fort Collins, CO

February 2015 to June 2017

- Help with planning curriculum
- Help kids learn shapes/ colors/numbers/letters
- Open/close center
- Put children files together
- Organized rooms
- Helped other techers with curriculum
- Delt with parent issues, if they didnt want to go to the director
- Helped with breaking lead and assistant techers for lunch
- Potty training

- Feeding children
- Helped make lunch and snack when the cook was gone for the day.
- Cleaned up kitchen
- Put the truck orders away after the cook would leave for the day.

### **Cashier/Sales Associate**

Babies R Us/ Toy R Us - Fort Collins, CO  
September 2015 to January 2016

- Customer service
- Taking online orders
- Cash register
- Answering phone calls, multiple lines
- Opening
- Organized sales floor
- Put new product out on floor
- Resetting shelves
- Starting baby registries

### **Cashier/Sales Associate**

Once Upon a Child - Fort Collins, CO  
August 2013 to May 2015

- Cashier
- Customer service
- Processing items to go out on sales floor
- Sorting merchandise that was brought in by customers
- Organizing sales floor
- Putting new items out on the floor
- Opener/closer
- Answering phone calls

### **Crew Member/Cashier**

wendy's - Fort Collins, CO  
October 2010 to May 2013

- Cashier
- Dish washer
- Food preparation
- Open/closer
- Customer service
- Drive thru
- Order taker

## Education

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### **High School diploma in General**

Fort Collins High School - Fort Collins, CO  
August 2005 to May 2008

## Skills

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Organizational Skills (10+ years), Computer skills (10+ years), Customer Service Experience (10+ years), Fast Food, Customer Service, Food Service, Team Member, Food Prep