

Ashly Stearns

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Professional Summary

Hardworking and passionate job seeker with strong organizational skills eager to secure customer service position ready to help team achieve company goals

Work Experience

Stocking Associate

Burlington Coat Factory | Westminster, CO

September 2024 to Present

Separating products tagging stocking

Production Worker

Women's Bean Project | Denver, CO

September 2023 to February 2024

Training experience, food production, machine operator.

Receptionist

Floyd's 99 Barbershop | Castle Rock, CO

September 2022 to October 2022

Operated cash register, answered calls, kept cleanliness of shop, Opened up shop

Cashier

Capriotti's Sandwich Shop | Castle Rock, CO

August 2022 to September 2022

Stocked, operated cash register, made sandwiches

Jr Benefits Verification Representative

ConSova Corporation | Lakewood, CO

March 2022 to August 2022

Verified clients and families insurance, went over correct documents, answered incoming customer service calls, updated cases

Skills

Administrative experience Front desk Microsoft Outlook Microsoft Word Cash Handling
Organizational skills Food Service Microsoft Office Customer support Customer service Typing
Phone etiquette Microsoft Excel Communication skills Time management

Languages

English - Fluent

Additional Information

Authorized to work in the US for any employer