

BREEAN MOSIER

CONTACT

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SKILLS

- Customer service focus
- Delegation capabilities
- Technical knowledge
- Employee Coaching
- Problem-solving skills
- Time Management
- Listening Skills
- Cash Handling
- Training and mentoring
- Administrative Skills

Results-driven professional with extensive experience in frontline operations. Known for enhancing team productivity and maintaining high standards of safety and quality. Reliable team player with strong focus on collaboration and adaptability, possessing key skills in leadership and problem-solving.

WORK HISTORY

March 2023 - Current

Frontline Supervisor *United Parcel Service, UPS*, Aurora, CO

- Maintained safe and clean work environment by educating and directing personnel on use of control points, equipment and resources.
- Coordinated and managed line shutdowns, production startups and changeovers.
- Decreased employee turnover rate by fostering a positive work environment and addressing staff concerns.
- Monitored performance metrics to identify opportunities for improvement, resulting in increased efficiency across all tasks.
- Enforced safety policies and procedures to decrease potential employee injuries, reducing injuries.
- Optimized resource utilization by reallocating staff as needed based on workload fluctuations or changing priorities within the business unit.

January 2020 - October 2023

Office Manager and Transaction Coordinator *Realty ONE Group Elevations*, Parker, CO

- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records.
- Provided exceptional customer service when addressing client inquiries or concerns via phone calls or email correspondence.
- Maintained accurate financial records by reconciling accounts payable/receivable transactions regularly to ensure balanced budgets.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Coordinated office events and meetings, ensuring timely execution and optimal scheduling for all participants.
- Assisted in the recruitment process, conducting interviews and onboarding new employees to promote a seamless integration into the team dynamic.
- Managed scheduling and coordination of all office meetings to ensure smooth operations and minimal conflicts.

December 2018 - November 2019

Receptionist *Sea Island Animal Hospital*, Beaufort, SC

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Confirmed appointments, communicated with clients, and updated client records.

- Answered phone promptly and directed incoming calls to correct offices.
- Kept reception area clean and neat to give visitors positive first impression.

October 2010 - November 2018

Office Assistant *Tri County Instruments, LLC*, Lafayette, CO

- Maintained confidentiality in handling sensitive information while performing administrative tasks.
- Enhanced office efficiency by managing schedules, organizing files, and maintaining a clean workspace.
- Facilitated smooth operations by efficiently handling incoming mail, phone calls, and visitor inquiries.
- Expedited document processing with accurate data entry and timely filing.
- Prepared and edited documents to produce precise, accurate and professional communication.

EDUCATION

Expected in October 2026

Associate of Applied Science Business Management

Colorado Technical University, Colorado Springs, CO

- 3.93 GPA