

Rhonda Liljander

Manager Catherine's (Ascena Brands)

Aurora, CO 80012

rhondaliljander4_i37@indeedemail.com

+1 720 364 8714

Running of all store operations. Schedule, E.O.D. Leader in K.P.I, and Sales.

Authorized to work in the US for any employer

Work Experience

Team Lead

Bela ELA - Denver, CO

June 2023 to Present

General leadership role, inventory and back of house mechanics

Manager

The Herbal Center - Denver, CO

December 2021 to Present

Receptionist

Terrapin Care Station - Aurora, CO

January 2020 to July 2021

Manager/Receptionist

Golden Meds - Denver, CO

January 2018 to May 2021

Manager; multiple employees, vendors, scheduling, 50k plus accounting daily.

As well as all other managerial duties.

Cashier/ Customer Service

Denco Alternative Medicine - Denver, CO

December 2016 to December 2019

Quality Control Manager

Rx Green - Aspen, CO

November 2015 to December 2016

Customer Service

Golden Meds - Denver, CO

August 2014 to October 2015

Education

High school/ some college in Basic

Community College of Aurora - Aurora, CO

September 2003 to June 2004

Skills

- Customer Service (10+ years)
- Retail Management (5 years)
- Key Holder (5 years)
- inventory (7 years)
- Training (5 years)
- Scheduling (5 years)
- Operations (5 years)
- Payroll (5 years)
- Inventory Management (5 years)
- retail sales (7 years)
- Team Building (10+ years)
- Cash Handling (10+ years)
- Customer Service Skills (10+ years)
- Management (5 years)
- Merchandising (5 years)
- Microsoft Excel (5 years)
- Sales (10+ years)
- Word (10+ years)
- Leadership Experience (10+ years)
- Time Management (10+ years)
- Excel (10+ years)
- Packaging (3 years)
- Microsoft Word (7 years)
- Receptionist
- Filing
- Billing
- Data Entry
- Microsoft
- Clerical
- Microsoft Office
- Organizational Skills
- Outlook

- Computer Literacy
- Basic Math
- Cashiering
- Front Desk
- Store Management Experience
- Phone Etiquette
- English/ ASL (10+ years)
- Typing
- Office Management
- Human Resources
- Research
- Management
- Team management
- Operations management
- POS
- Google Docs
- Office experience
- Event planning
- Profit & loss
- Recruiting
- Leadership
- English
- QuickBooks
- Calendar management
- Marketing
- Hospitality
- Driving
- Assembly
- Information management
- Windows
- Administrative Experience
- Interviewing
- Quality Assurance

Languages

- ASL - Fluent

Certifications and Licenses

Key badge

August 2013 to October 2025

Driver's License