
Scarlett Mandabach

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PROFILE

Reliable, personable, and efficient paralegal student seeking employment as a legal assistant.

EXPERIENCE

Express Employment Professionals - *Fabrication and Packaging*

November 2021 - PRESENT

- Worked to provide quick, accurate, and neat packaging of very small parts of different types in various types of packaging.
- Used laser engraving equipment and handled sheet metal
- Assembled replacement part orders for customers
- Worked inventory and double checked others' work to ensure accuracy of customer orders.

Ice-O-Matic, Denver - *Metal Fabricator*

April 2021 - November 2021

- Followed a series of precise procedures to make ice machine evaporators out of copper.
- Regularly switched between stations and assisted other workers to ensure the process went quickly and smoothly.
- Quality checked evaporators before they were sent out.

King Soopers, Colorado Springs - *e-Commerce Associate*

April 2020 -April 2021

- Shopped customer pickup orders and delivered them to customers when they arrived.
- Gained a detailed knowledge of the store to assist customers with queries and give accurate, concise directions.
- Learned store computer programs to effectively absorb store information, organize tasks, and process orders remotely.

Poor Richard's Restaurant, Colorado Springs- *Food Service Associate/ Part Time Baker*

May 2019 -March 2020

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- Made sandwiches, salads, and pizza.
 - Worked at the cash register and delivered food to customers.
 - Worked baking shifts once a week, making lemon bars, pecan bars, and cupcakes.
 - Cross-trained on all stations and prioritized tasks.

CaptionCall, Colorado Springs - *Communications Agent*

March 2018 - October 2018

- Provided captioning for deaf and hard of hearing people's phone calls.
- Mastered several communications programs.

MSU Denver Accounting Department, Denver -

Receptionist/Accounting Assistant

December 2016 - June 2017

- Greeted customers both in person and over the phone
- Assisted customers with paperwork and directed them to my coworkers who could assist them further.
- Entered data, specifically invoices and information for background checks
- Filed customer information and documents
- Maintained customer confidentiality at all times

EDUCATION

Pikes Peak Community College, Colorado Springs - *Associate's Degree in General Studies*

January 2014 - May 2016.

Arapahoe Community College, Littleton - *Associate's Degree in Paralegal Studies, to be completed in Fall of 2023*

SKILLS & EXPERIENCE

- Extensive customer service experience
- Adept with computer programs and a swift learner
- Positive attitude and empathy for customers
- Eagerness to learn and improve every day
- Effective at multitasking and prioritizing tasks
- Creative problem solving skills
- Flexibility and desire to do the best work possible on any assigned task
- 69 WPM typing speed