

Gloria A. Sell
9857 W. 65th Ave.
Arvada, CO 80004

303-278-1208

miakita@aol.com

Dear Hiring Manager,

I am contacting you to explore employment opportunities with your organization. The accompanying resume will provide you with details regarding my background, education, skills and abilities.

I am presently seeking a position with a company that could best utilize my experience and product information. I feel I can offer your company the diversity needed to become an effective member of your team and would welcome an opportunity to meet with you. I can be available for an interview at your earliest convenience.

Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

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EDUCATION: _____

High School
1975-1978:

Golden Senior High School
Golden, Colorado

1990-1992:

Community College of Denver-Red Rocks
Beginning Accounting, Typing, Micro-Computer, Introduction to Business,
Mathematics, Philosophy and American History.

Other:

Colorado State University, Ext. Jefferson County-Master Gardener

Career Goals:

To acquire a challenging growth-oriented position utilizing my background of interfacing with management, co-workers and clientele to achieve the highest level of customer service.

Strengths:

Self motivated...Well organized...Detail oriented... Very competent... Stable...A team worker...Works well with others...

WORK EXPERIENCE: _____

June 2001 – Present: Self employed – B&G Creations – Bailey, CO

The company business consists of acquiring customers in need of all phases of remodeling projects, fix and flips, handyman services, restoration, staging properties for Realtor clients, building custom decks and furniture. All projects require constant communication with customer to fulfill their specific requests, drawing plans if related to project, obtaining the specific materials needed to start and complete projects, applying for Permits as compulsory, and leaving the customer completely satisfied with the final results. Maintain personal tools and equipment, business accounting.

August 1999 – June 2001: Utility Notification Center of Colorado – Lakewood, CO
Administrative Assistant, Customer Service Representative

The Center is a non-profit organization owned and operated by member utility/facility companies. The Centers purpose is to obtain information from persons/companies preparing to perform excavation activities. The information is entered into a computer system, which notifies the specific utility companies within the area requested to be located.

Responsibilities: Maintain heavy incoming phone lines, contact utility companies due to emergency situations, assist Executive Director, Management and staff. Maintain promotional inventory, office supply orders, incoming/out going mailings and general office duties. Customer Service Representation of underground utility locate requests for utility notification. Map reading to determine

exact grid information which, when entered into computer notifies the specific utility companies affected in the area to be located. Processing "Fax-A-Locate" requests.

October 1995 – July 1999: Palmetto Utility Protection Service – Columbia, SC
Database Technician, Customer Service Representative

Responsibilities: Create and maintain member Database records, Map Reading and drawing, monitoring member activity during working ours, assisting members with computer/printer transmissions via modems, updating staff of new information. Data entry and Customer Service Representation of underground utility locate requests.

Late 1970's – Early 1990's: Manufacturing jobs which include machine operator at Jolly Rancher in Wheatridge CO, machine operator/packer at paper manufacturing company in Racine, WI, a sheet metal press operator and also worked in a foundry, also in Racine, WI.

Capabilities:

- Working knowledge of Windows XP, Microsoft Office 2007 Word, Excel, custom software and the Internet
- Very conscientious oral and written communication skills
- Working knowledge of manufacturing and office equipment, measuring tools, reading prints and documents, and multi-tasking
- Maintain a positive outlook in stressful situations

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