

Serena Alcaraz

Experienced Manager

Fort Collins, CO

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3073155727

Authorized to work in the US for any employer

Work Experience

Laborer/ warehouse

PRIME SOURCE - Fort Collins, CO

September 2019 to Present

Working various jobs within my skill set.

Owner

Sunshine Kids - Cheyenne, WY

January 2000 to December 2019

I own an in home day care. I have been the owner and a worker in my daycare for almost 20 years.

Assistant Manager

Burger King - Cheyenne, WY

January 2005 to August 2010

Running the store and managing a crew of 15-20 workers. I was responsible for schedules, labor, food cost and inventory.

Sales Associate and Cashier

California Wear - Cheyenne, WY

June 1994 to August 1996

Accepting orders, checking orders with invoice, opening and closing the store. Displacing new merchandise in window front. Helping customers find desired items.

Education

None in Business, Behavioral Science

Western International University - Phoenix, AZ

August 2016 to November 2017

High school or equivalent in Basic studies, Business

Central High School - Cheyenne, WY

May 1995 to August 1995

Skills

- Customer Service Skills
- Management
- Organizational Skills
- Problem Resolution