

Loretta Shireman

13757 Ivanhoe St Thornton, Co 80602

Cell (702)265-7721

Loretta.shireman@gmail.com

Executive Summary

Dedicated professional, with extensive customer service background in serving a large corporation; Leader with skills to motivate team members and drive tasks to completion on time and with excellence. Proficient with Microsoft word and excel

Work Experience

Returns Office Clerk

11/2012-Present

MBS Textbook Exchange

573-446-5258

authorize returns for schools

file paperwork

answer phones

Photographer

02/2011-05/2013

Our365, St. Charles, MO

636-946-5115

Photograph newborn babies

Manager

08/2008-5/2010

Matthews Medical Book Company, Maryland Heights, MO

314-4329320 x-392

Managed orders

Payroll

Stock and purchasing

Resort Guest Room Attendant

06/2006-05/2008

Green Valley Ranch Resort/Casino, Henderson, NV.

702-617-7777

Maintained a 5 star/ 4 diamond hotel
Satisfied all guest needs
Serviced rooms ensuring customers received quality deserved.

Skater, Picker

07/2004-05/2006

Bound to Stay Bound Jacksonville, IL

217-245-5191

Pulled books for customers

Delivered to processing department

Stocked and organized books

Housekeeper

08/2001-07/2004

Modern Care Convalescent Center, Jacksonville, IL

217-245-4183

Cared for residents

Cleaned rooms

Cleaned residents laundry

Education:

Jacksonville High School graduate 1996

References

Jennifer Ridder

(217)638-3108

Marilyn Kimmons

(217)245-6109

Debra Meador

(720)480-2868