

Colleen Strott

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Objective

Obtain part-time employment while completing my Business degree and earn real world experience in business

Experience

Layne Heavy Civil

August 15, 2011- Present

Denver, Colorado

Receptionist

- Answer Phones
- Greet Customers coming in the door
- File documents

Riverstone Education

August 19, 2011- February 29, 2012

Lone Tree, Colorado

Assistant Teacher

- Supervised One Year olds
- Organized and maintained classroom
- Taught numbers, colors and shapes

Guess

August 14, 2010- December 14, 2010

Castle Rock, Colorado

Sales Associate

- Responsible for store appearance
- Greet and assist customers
- Manage cash register

Rue 21

May 28, 2010- August 5, 2012

Castle Rock, Colorado

Sales Associate

- Responsible for store appearance
- Greet and assist customers
- Manage cash Register

Education

Enrolled at Community College Of Denver, Working towards a Business Bachelors of Arts.

Castle View High School

Castle Rock, Colorado

Diploma, May 2010

References are available on request