

Tanya Vigil

o Assembler

Commerce City, CO

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A position where my skills, experience and abilities will be utilized

Authorized to work in the US for any employer

WORK EXPERIENCE

construction clean up

workforce staffing - Denver, CO - September 2014 to December 2014

Responsibilities

Sweep mop clean Windows shampoo carpets vacuum final cleaning of condos before being leased

Accomplishments

learned how to work at a fast but orderly pace well multi tasking to meet deadlines

o Assembler

Labor Systems Job Center - Englewood, CO - 2013 to 2013

Preparation and assembly of boxes and shipping

* Sorted damaged products for donations and shipments

* Warehouse product sorting and shipping

o Server

o Isle of Capri, Blackhawk, CO - 2013 to 2013

Provided food preparation for large buffet style restaurant

* Responsible for maintaining food for serving table

o Events Server

* Cashier for cash and credit card purchases

* Responsible for setup and party arrangements

* Served and waited on large number of customers for events

* Bussed tables, break down of equipment

o Laborer

o Staffing Solutions - 2013 to 2013

Prepared and packaged textile products

* Boxed, labeled and palletized product

* Breakdown and cleanup of work area

EDUCATION

Center for Work Education and Employment Denver - Denver, CO

2008

Mi Casa Resource Center - Denver, CO

West High School - Denver, CO

ADDITIONAL INFORMATION

Skills

- * Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- * Self motivated, initiative, high level of energy
- * Verbal Communication skills
- * Decision making, critical thinking, organizing and planning