

# Taraneh Harjirdoust

810 South Locust St. #B Denver, CO 80224

(720) 285-8072

taranehmera@gmail.com

## Professional Summary

Skilled Worker highly effective at working in a team- based setting, excellent listening and problem -solving abilities, professional known for having attention to detail and great communication skills.

## Skills

- Assembly and production
- Accounts payable/Accounts receivable
- Safety and compliance
- Team standards
- Medication administration
- Reporting and documentation

## WORK EXPERIENCE

### **Copper Lighting -Aurora, CO**

**October 2015 – February 2019**

#### ***Electronic Assembler***

Manufacturing commercial lights

- Used established assembly instructions to complete jobs quickly , accurately, and with zero errors
- Worked closely with others in a team – oriented setting to maintain line productivity.
- Kept work area clean, neat, and organized which prevented accidents, mishaps and misplaced tools.
- Conducted quality assurance inspections on finished components and determined any unnoticed issues.

### **Vital World -Denver, CO**

**May 2014 – August 2014**

#### ***Ambassador***

Ambassador for American Family Insurance

- Distributed information to potential clients
- Generating new leads through marketing processes
- Answered general questions and directed clients to appropriate department.
- Responded to customer requests via telephone to effectively answer questions and inquiries.

### **Azura Memory Care- Castle Rock, CO**

**July 2013-December 2013**

***Medication aide***

Q map

- Developed strong understanding of medications and medical terminology through consistent research.
- Administered prescribed drugs to patients daily.
- Coordinated daily medicine schedules and administration to help clients address symptoms and enhance quality of life.
- Reported changes in patient status regarding drug therapy to ensure patient safety and comfort.

**Englewood Recreation Center –Englewood, CO**

**August 2008-December 2008**

***Swim Instructor***

Child swim instructor

- Reiterated water safety practices and lifesaving measures, at every class to prevent accidents.
- Gave lessons to children, teaching such techniques as floating and treading water.
- Tracked students' progress and gave constructive feedback for skills requiring improvement.
- Reminded students to practice swimming stroke to develop their skills and improve technique.

**EDUCATION**

**Douglas County High School – Castle Rock, CO**

**1994**

- Diploma