

Tia Menou

Temporary Worker

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Work Experience

Temporary Worker

Employment Solutions

August 2018 to October 2018

Work various assignments, warehouse inventory and organizing, cleaning and waste disposal. Successfully completed assignments and learned inventory processing and maintenance.

Patient Access Liaison

Addison Group / UCHealth

April 2018 to August 2018

Take incoming calls with new or established patients of varying doctor offices, created medical record profiles for new patients, scheduled appointments, messaged medical care teams and sent refill, referral and order requests.

Raising Cane's

Waitress and cashier

Manpower / Broadcom

February 2018 to April 2018

Cash handling, processing food orders, checking food orders before they go to customers for accuracy, proper plating, and quality of meal; sanitized and helped close down dining room and kitchen.

Manpower / Broadcom

Machine Operator

Good Samaritan Society

June 2017 to February 2018

Processed products (called lots) through check in, quality assurance, step-by-step management, and check out. Troubleshoot with coaters, developers and imagine machines, chemical changes with coaters and developers.

Good Samaritan Society

Waitress

August 2016 to January 2017

Made drinks and ordered food through a kitchen, kept tables and parties organized for their bills. Cleaned up and shut down restaurant at the end of the day.

Customer Service Representative

Teletech

February 2016 to August 2016

Processed reports of fraudulent activity on credit and debit accounts. Determine fraudulent activity, communicate with customers about results to be expected, retention.

Clerk

Conoco

October 2015 to February 2016

Cash handling, gift card loading, processing special events and products. Stock all products, cleaned up food service area, refilled machines.

Dunkin Donuts

March 2015 to October 2015

Defrosted approximate amount of product needed for the day, added frosting and cream fillings with machines, designed holiday donut frosting.

PREP Chef

The Egg & I

August 2010 to July 2012

Prepared food needed for recipes; mixed batters, created salads, chopped fruit, vegetables, and meats to food requirements and cuts of the restaurant, maintained a sanitized workplace.

Skills Summary:

I have excellent customer service skills, use attention to detail, and have an aptitude to follow safety regulations with both food and health. I have excellent troubleshooting skills, knowledge of hazardous chemicals and proper disposal, and my knowledge retention is above average, if not excellent. I ask questions when I need to understand something, but I can be an independent worker. I work as a problem-solver when I'm with a team, and help my co-workers manage work loads if I have completed mine, or can complete it well and on time.

Education

Medical Assisting

Concorde Career College - Aurora, CO

September 2012 to December 2012

Front Range High School Culinary Program

2010