

# Tina Williams

Fort Collins, CO 80526

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## Work Experience

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### **General Laborer**

Blue Bench - Denver, CO

June 2022 to Present

Day Labor/temp short- term assignments

Retail, flagging, office, security, food service, in home health care, data entry, warehouse

### **General Merchandise Manager**

Dollar Tree - Broomfield, CO

February 2019 to June 2022

Assisted the Store manager, active store manager when store manager was out, scheduling, inventory, receiving the truck, stocking, deposits, general reports, ordering, opening and closing of the store, displays, freezer, rotating stock, mark downs and damages, register, daily balancing of the cash register drawers, freight, backroom, cleaning the store, working and receiving merchandise from vendors, hr, on line orders and purchases, organizing the stockroom and the freezer, running to the bank

### **Business Owner**

Tina's Touch Cleaning Services - Westminster, CO

June 1997 to December 2020

Residential and commercial cleaning, organizing help with hoarders, construction clean up, rental move-outs and make-readies, overseeing the business in every aspect as the owner, payroll, accounting, bookkeeping, scheduling, deposits, inventory, ordering supplies, networking, contracting, price listings, communication, confirming appointments and verifying completion of work finished, billing, invoicing, hr

### **In Home Care Provider**

Homewatch CareGivers - Arvada, CO

February 2018 to June 2019

daily personal care and needs, medication reminders, general housekeeping, cooking, assistance in transportation to appointments, store, and errands, helped with daily routine, assisted care in nursing homes, companionship, assistance with scheduling appointments and picking up any medication that was needed, transporting, keeping up with daily login care book with any concerns, issues, and activity

### **In Home Care Provider**

Visting Angels Home Care - Westminster, CO

February 2017 to June 2019

general housekeeping, medication reminders, errands, helping provide for their daily needs and care, cooking, help with reminders for upcoming appointments, keeping notes in the patient daily log book, with each shift change, including any concerns and daily activities

## **Accounts Receivable Clerk**

MSI - Westminster, CO

November 2014 to June 2017

Overseen accounts receivable for 20+ properties, customer service, heavy call volume, daily deposits, assisted the property manager with any information required general reports and ledgers for board meetings, posted fines, gave out pool keys, assisted lawyers with liens, scheduled court dates, ledgers, any information that is required and needed, assisted title companies with information that is required and needed for buying and selling of homes, data entry, collections, ach and inefficient funds, mailing of fines issued by the property manager, information booths on scheduled events with the association, monthly association records, reports, accounting, updating association files, assisting the accounting manager, cross-trained

## **HR Manager**

Gordmans - Thornton, CO

November 2011 to May 2014

Onboarding for new hires, payroll, scheduling, accounting, shipping manifests, daily balancing of daily sales, deposits, layaways, change orders, inventory, opening and closing of stores, hiring and firing, training, vacation, and h/r requests, employee files general reports, online orders and purchases, customer service, security, heavy call volume, ordering supplies, ordering, assist with truck, freight, and stocking, general store cleaning, assisted corporate with information required and needed, pulled and sent requests for merchandise from other stores, displays

## **Office Assistant**

Bluebird International - Thornton, CO

September 2007 to June 2010

shipping invoices, invoicing, billing, collections, switchboard, h/r, verifying citizenship, heavy call volume, general reports, inventory, accounts receivable and payable, warranties, customer service, petty cash, assisting the office manager, postage meter, mail, employee files, traveling to the corporate office when needed to assist, cross trained

## **Assistant Manager Food Service**

GREYHOUND FOOD SERVICE - Denver, CO

April 1988 to March 1989

General office, daily menus and specialties, cashier, daily deposits, change runs, catering menu, taking catering orders, inviting and billing, catering set ups and take downs, kitchen help and clean up, working both front and back ends, bussing, assisting the chef, inventory, ordering of food, supplies, maintaining the soda fountains, ice machine, ice tea dispenser, stocking, rotation, receiving deliveries, pricing, refrigerator and freezer temperatures, customer service, multiple phone lines

## **Education**

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### **Some College in Business Management**

Barnes Business School - Denver, CO

May 1987 to June 1988

## Skills

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- Business Requirements
- Human resources
- Data entry
- Merchandising
- Retail sales
- Fashion retail
- Accounts receivable
- Accounts payable
- Payroll
- Order picker
- Order entry
- Freight
- Management
- Customer service
- Customer support
- Call center
- Retail management
- 10 key typing
- Cash register
- Appointment scheduling
- Employee orientation
- Stocking
- Typing
- Computer skills
- Time & attendance systems
- Warehouse experience
- Warehouse management
- Store management
- Phone etiquette
- Multi-line phone systems
- Multitasking
- Project leadership
- Project management
- Dispatching
- Shipping & receiving
- Office experience
- Administrative experience
- Leadership

- Organizational skills
- Organizational management
- Housekeeping management
- Cleaning
- Clerical experience
- Telecommunication
- Front desk
- Home care
- Personal care home
- Home health
- Home & community care
- Hospitality
- Staff training
- Data collection
- Human resources management
- Property management
- Property leasing
- Filing
- FileAid
- Cash handling
- Cash management
- Cash reconciliation
- Help desk
- Attention to detail
- Teamwork
- Heavy lifting
- Host/hostess experience
- Food service
- Night audit
- Nightclub
- Cocktail experience
- Bussing
- Restaurant experience
- Event planning
- Quick service & fast food restaurant