

Vaneisha Farris

Denver, CO 80223

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Utilizing a team approach with my knowledge base, my positive energy and strong work ethics, I would like to obtain a position within a company that provides me with opportunities for learning and growth and a pathway into a lead or management position.

WORK EXPERIENCE

Order processor

Rocky Mountain Orthodontics - Denver, CO -

2013 - 2016

Rocky Mountain Orthodontics Inc.

650 West Colfax Ave, Denver, CO 80204 303-592-8210

Order Processor

- Performs all operations necessary for preparing, brazing, and inspecting bracket/base assemblies and tubes.
- Responsible to select, count and package parts to fill orders for inventory as well as customer orders on a daily basis.
- All work is to be performed in conformance with quality specifications and scheduling requirements.

American Best Value Inn & Suits

7201 East 36th Ave, Denver, CO 303-393-7666

Housekeeper

- Clean rooms, lounges, lobbies, bathrooms and hallways also vacuum, wash carpets and rugs
- Empty wastepaper baskets and ashtrays and transport trash to waste disposal equipment
- Dust and polish wooden surfaces and furniture and replace light bulbs and repair fixtures, replenish bathroom and mini bar supplies

T.M.G Marketing

110 16th Street, Denver, CO 80202 720-904-7200

Customer Service/ Sales Representative

- Effectively manage large amounts of incoming calls
- Provide accurate, valid and complete information by using the right methods/tools and meet personal/team sales targets and call handling quotas
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution

Patton's Catering

1552 E Grand Ave, Des Moines, IA 50316 515-265-2203

Cook / Caterer

- Set up and stock stations with all necessary supplies and clean up station and take care of leftover food and stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion also comply with nutrition and sanitation regulations and safety standards

- Maintain a positive and professional approach with coworkers and customers

EDUCATION

Commerce

Adams City High School

SKILLS

CUSTOMER SERVICE, MULTITASKING, PROBLEM SOLVING, RECEPTIONIST, RETAIL SALES

ADDITIONAL INFORMATION

Skills

Customer Service, Team Player, Time Management, Problem Solving, and Multitasking