

VICTORIA SCHRADER

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720.809.2538

EMPLOYMENT HISTORY

Prime Source Staffing

Temporary Employee

Louisville, Colorado April 2014 – June 2014

Temporary assignment. File Clerk. Purged, boxed, and stored old files. Made folders and tabs for new files, set up corresponding information for owners of the new files, filed away paperwork as necessary.

Temporary assignment. Customer Service Rep. Took orders for product and entered into computer system, verified information, printed and scanned confirmations, sent confirmation to customers. Input data to be shipped with warehouse staff so product could be shipped on time to customers. Looked up orders, verified delivery or non-delivery, problems with orders, etc. when customers inquired of their orders, responded to all other requests by other Customer Service Reps as needed.

Avalon Correctional Services

Case Manager Supervisor

Henderson, Colorado February 2008 - May 2008

Evaluated facility's case management controls and processes and created modifications to maximize effectiveness, compiled case management monthly reports, monitored compliance with company policy and DCJ standards, performed case review audits to ensure compliance with standards, recruited for vacancies, trained new employees, ensured that all case managers received annual training hours.

Tennyson Center for Children

Overnight Youth Treatment Worker

Denver, Colorado October 2007 - February 2008

Maintaining a therapeutic milieu while monitoring and assisting in the morning routines of the children. Awake position requires bed checks and documentation of such throughout the night. Light housekeeping and data entry of day notes also completed.

Community Education Centers

Case Manager

Denver, Colorado December 2005 - August 2007

Case management position that consisted of monitoring the activities of twenty clients, assessed and identified the clinical issues of the clients, creating clear treatment goals and objectives, conducted conflict resolution, conducted interventions, completed monthly progress reports, worked closely with the Department of Corrections and Denver and Adams county Probation Department liaisons, participated in multidisciplinary case conferences, conducted treatment plan reviews, and completed after-care treatment plans.

Albertsons

Loss Prevention Specialist

Westminster, Colorado October 2004 – December 2005

Position working closely with management and store associates to bring awareness of store shrink, monitoring of customer activity throughout the store, deterred theft of items by customers and associates, apprehension of shoplifters, investigated suspected theft by store associates, implemented company policies, monitoring and maintaining CCTV equipment, conducted vendor audits, monitored cash control on front end, and completed detailed written reports.

Terry Personnel Services

Temporary Employee

Thornton, Colorado January 1998 – August 2001

Temporary Assignment: Plastic Injection Molding Assembly Tech assignment required knowledge of cosmetic plastic parts and the ability to develop and use open set-up inspection techniques for the plastic parts as they came off the conveyor belt. Attention to detail was important as it was required to inspect parts and clip, sand, rub, or perform other duties to prepare the parts prior to assembly. Good written and verbal skills, adequate vision and coordination to perform meticulous detailed work, motivated self-starter, and being able to stand for long periods of time were requirements. The ability to work unsupervised or in a team setting was also necessary. Moving from different machines and learning different aspects of the job and different parts was necessary. Counting out parts prior to boxing them up and placing them on a pallet, then moving pallets, then cleaning up area was often part of a shift.

EDUCATION

Kaplan University Thornton, Colorado

Criminal Justice

August 2002 - September 2004 Associate Degree, Criminal Justice

2004 - Graduated with Honors 2004 - Colorado Private School Association Student of the Year