

KELLY B. WALKER

DEPENDABLE, FRIENDLY, HARD-WORKING & PRODUCTIVE

PHONE: (720)-256-5407

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1630-A 30TH ST. #142, BOULDER, COLORADO 80301

Recently relocated to Boulder, CO and currently employed in a position at the Aramark 1st Bank center.

Looking for a permanent position with your company to further establish myself in the Boulder area.

My current availability is prominently open, including weekends and holidays.

EDUCATION

VENTURA COLLEGE – Ventura, CA 2007 – 2010

Graduated in the Early Summer of 2010 – Acquired an Associate's Degree with an emphasis on Engineering (IEEE)

VENTURA HIGH SCHOOL – Ventura, CA 1998 – 2000

Received my diploma from the C.H.S.P.E.

SKILLS / KNOWLEDGE

CUSTOMER SERVICE

- Respond promptly to customer inquiries, Handle and resolve customer complaints
- Actively looks for ways to help people
- Operated computers, faxes, copiers, multi-line telephones, cash registers, POS systems operation
- Responsible for balanced cash draw at close of shift
- Excellent math skills, inclusive to Calculus

FOOD PREPARATION

- Wash, peel and/or cut various foods to prepare for cooking or serving
- Make special dressings and sauces as condiments for sandwiches
- Assist cooks with various tasks and provide cooks with needed items
- Weigh or measure of ingredients, cooking food, bussing tables, washing dishes
- Package take-out foods and/or serving food to customers

LABOR/ HARD HAT EXPERIENCE

- Lifting (approximately 100 lbs)
- Perform a variety of manual tasks including plumbing, electric and handy work
- Able to handle multiple tasks simultaneously
- Able to do work independently or as a team member
- Excellent in time management
- Operated different types of equipment such as pavement breakers, jackhammers, & other power tools

COMPUTER

- Extensive computer hardware installation experience
- Microsoft Office, Excel, PowerPoint and Outlook
- Abode Premier 6.0

WORK EXPERIENCE

ARAMARK 1ST BANK CENTER- COOK - (720) 253-1234 ex515 Supervisor: Patti Elmore 4/11 – 7/11

GINDICafe– Server/Cashier -(720) 206-5151 Supervisor: Francine Gindi 2/11–4/11

PIZZA CHIEF-Delivery/Pizza Cook-(805) 648-1891 Supervisor: Paul Longnecker 3/03 – 8/07

References available upon request.

References:

Name Contact Info Relationship

Frances Dahlberg	(303) 443-1943	LandLord
Patti Elmore	(720) 253-1234 ex 515	Recent Employer
Francine Gindi	(720) 206-5151	Former Employer
Scott Philbrick	(805) 850-9034	Academic Associate