

Andrew Wolfe

File Clerk for Denver Human Resources at Express Staffing Solutions

Denver, CO

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Work Experience

File Clerk (temporary Employee) for Colorado Government

Express Staffing Solutions - Denver, CO

November 2011 to Present

File Clerk for 4 different Colorado Governmental Offices (Unclaimed Properties, etc): file and sort government files; enter information into computer system.

Aurora Campus Bookstore Customer Service representative: I was responsible for helping students find the correct books, assisting loss prevention, helping process incoming/out going/returned books, other general store duties.

School teacher

Colegio Ingles - Iquique, Tarapacá

January 2010 to March 2011

-Teacher of 5th and 6th grade English for a K-12 charter school: taught over 200 Chilean middle school students, planned classes, assisted with English department projects (school presentations, departmental planning, etc), performed after school oral exams (1/3 of semester grade for 8th grade, Sophomore, and Senior classes), etc.

UMVIM/Colegio Ingles Volunteer

Methodist Church/Colegio Ingles - Iquique, Tarapacá

February 2009 to December 2009

Volunteer at Methodist School in S. America: before school ESL teacher for staff, librarian, teacher of electives, english department substitute, coach of public speaking contestant (8th grade 3rd rank in region), high school public speaking coach (top 10 rank in nation), assistant for after school oral exams, assist in English departmental planning, etc.

Customer service Representative

Startek Inc

September 2008 to February 2009

- Answered billing and technical support calls for AT&T customers

Factory Worker

Applied Felts - Martinsville, VA

June 2006 to August 2006

-Stacked pipe liner and prepared it for shipment- operated industrial machinery that produced pipe liner

Education

Bachelor of Arts in History with a concentration in Rhetoric

Hampden-Sydney College - Hampden Sydney, VA

Skills

Excellent interpersonal communication skills, bilingual, experience with Microsoft Office, proven leadership abilities, strong work ethic, team oriented, able to self-motivated and work independently, excellent problem solving skills, enthusiastic, flexible, comfortable in an office environment, able to work well under pressure, able to adapt in a fast paced environment