

Nicolette Castro Alaniz

304 Windflower Way, Severance, CO 80550 (970) 498-7570 / (970) 674-1611

nikkimun7@gmail.com

Summary of Qualifications

Dedicated employee with exceptional customer service skills, outgoing, positive, outstanding interpersonal skills, (written & oral). I also can answer and direct a multi phone line to the appropriate departments. The ability to work as a team member and with little supervision, organized, and efficient. The ability to multitask delegate and prioritize work, excellent time management and punctuality skills. The ability to follow directions, problem solve, and meet deadline requirements. Basic math and computer skills (Microsoft Word & Excel). Money management & cash handling, (cashier experience) skills. Proven ability to follow directions and be accountable. Excellent leadership skills with the ability to work independently, or as a group. Bilingual in (English/Spanish). I am also extremely eager and self-motivated to give a 100 % to any task that is required of me with an emphasis to work hard, and empower the company business. I am also very accommodated.

Core Competencies

√ Basic Computer Skills
√ Data Entry
√ Typing
√ Internet
√ Multi Line Phones

√ Fax Machines
√ Copy Machines
√ Scheduling
√ Client Confidentiality
√ Machine Operation
√ Lifting

√ Quality Assurance
√ Customer Focused
√ Profitability Focused
√ Cash Handling
√ Quick Learner

√ Operational Efficiency
√ Forklift Operation
√ Physically able to work
√ Punctual

Experience

**Quality/Comfort Inn
Housekeeping
Fort Collins, CO**

June 2018- Nov 2018

**McDonald's
Fort Collins, CO (2 Locations)
Cashier/ Cook
July 2015- November 2015 and**

November 2017- February 2018

**McDonald's
Wellington, CO
Cashier/ Cook
December 2013-January 2015**

*All aspects of taking orders, assisting with cook and prep., customer service, cash handling, and following safety guidelines

**Wellington Flowers and More
Wellington, CO
Florist Assistant
November 2013- November 2015**
*Floral decorating and Arrangements
and off, when needed

On

**SODEXO Adams State University
Alamosa, CO
University Cafeteria Worker
May 2016- August 2016**
*Prepare and serve food to University Students and staff

**Walmart Distribution Center
Loveland, CO
Machine Operator/DA Receiver
July 2010-October 2010**

*Extensive Physical labor, Operation of a Variety of Mechanical Machines, Forklift Operation, Data Entry into Complex Computer Systems

SOS Staffing

Fort Collins, CO

Various Internship Positions Filled

March 2008- June 2010

*Positions included: Wal-Mart, DC Transportations, Quebecor, Pepsi Center, and The Ranch

Costilla County Department of Social Services

San Luis, CO

Office Internship

December 2007- March 2008

*Greeting and Directing Clients to Appropriate Personal, Scheduling Appointments for four technicians and over 50 clients, Maintaining Confidentiality

Education

High School Diploma, 1999
San Luis, Co 81152

Nicolette Castro Alaniz

304 Windflower Way Severance, CO 80550 (970)498-7570/ (970)674-1611

nikkimun7@gmail.com

References

Kathy Maestas
Retired LEAP Technician
Costilla County Department of Social Services
(719) 480-1477

Amanda Atencio, MA
Academic Counselor Coordinator
Adams State College
(719) 588-7123

Beverly Maestas, PHD
Superintendent of Schools
Vineland Middle School
(719) 588-2319

Joann De Herrera
Hair Stylist: Business Owner
(719) 496-6877

Ashley Maestas
Employment Specialist
Colorado Work Force Center
(719) 852-5171

Celestino Mike Espinoza
Supervisor: Production
Wood Ward Governor
(970) 674-1611