

Celia Schreiber

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Professional Objective

To gain experience, depth of knowledge, people skills, and strengthened work ethic through a rewarding and challenging job, and to share what I have learned with the community. I have been described by peers as thoughtful, hardworking, and eager to learn.

Education

Bachelors of Arts w/minor in History | Colorado State University | Fort Collins, Colorado | Graduated May 2019|
Current courses for Spring 2019: Contemporary American Speeches, Health and Wellness, Logic and Critical Thinking, Psychology of Personality | 3.37 GPA

Community College of Denver | Core Credits | Denver, Colorado | August 2014
Earned transfer credits for Colorado State University.

Employment History

Facilities, CSU Ft. Collins, CO | Summer 2018

- Cleaned student apartments and common areas
- Cleaned the hallways and passageways

Asian Market, Ft. Collins, CO | January 2017 – October 2017

- Opened and closed shop
- Customer service
- Cashier
- Stocking and cleaning products

Braiden Dining Hall, Ft. Collins, CO | August 2016 – October 2016

- Food Preparation, Serving, Customer Service, Temps

Community College of Denver Art Dept. | August 2014 – May 2016

- Receptionist, Stocker, Customer Service
- Hung up displays for the art department

Medication, Care, Cleaning, Companionship | January 2015 – December 2015

- Gave appropriate medication
- Cleaned
- Provided companionship

Skills

Interpersonal Communication, Problem-Solving, maintaining Confidentiality/Privacy and Handling Money, Customer Service, Cashiering, Stocking, Inventory, Food preparation, Troubleshooting, Answering Phones, Artwork installation, Cleaning & Facilities, Computer Skills, Writing, Typing, Assistant Work, Google Applications

Technical

Microsoft Word 2007 & 2010, Outlook, Excel, Google Applications, Academic Writing, Publisher

Languages: Fluent English and Beginning Spanish