

JULIETTE SPENNY

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Boulder, Colorado 80303

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PROFESSIONAL SUMMARY

- EXPERIENCE WITH CUSTOMER RELATIONS
- MULTITASK ORIENTATED
- FAMILIAR WITH MICROSOFT OFFICE
- PROBLEM SOLVING EXPERIENCE

WORK HISTORY

RECEIVING ASSOCIATE

04/2017 TO 01/2018

HOME DEPOT -BOULDER, COLORADO

RESPONSIBLE FOR ALL INCOMING UPS DELIVERIES INCLUDING SORTING, LOCATING, AND INTERNAL DELIVERIES. HANDLING CUSTOMER SPECIAL ORDERS, LOCATING, DATA ENTRY, AND FOLLOW UP. COORDINATING WITH SPECIAL SERVICES TO ASSURE ALL SPECIAL CUSTOMER ORDERS WERE CORRECTLY FULFILLED AND COMPLETED. DETERMINING HOW AND WHERE ALL RETURNED MERCHANDISE SHOULD BE DISPOSED OF. RECEIVING AND RECORDING ALL MERCHANDISE FROM DELIVERY TRUCKS. RESPONSIBLE FOR RECEIVING, TRACKING AND RECORDING INVENTORY.

WAREHOUSE ASSOCIATE

09/2016 TO 03/2017

POPSOCKETS - BOULDER, COLORADO

RESPONSIBLE FOR PULLING PRODUCT. ASSEMBLING ACCORDING TO ORDERS. PACKAGING, SORTING AND MAILING. BULK MAIL ORDERS AND DISTRIBUTION WAS ALSO PART OF THE JOB.

HOUSEKEEPER

06/2015 TO 01/2016

SUPER 8 - WESTMINSTER, COLORADO

DUTIES INCLUDED TAKING INVENTORY OF ROOM'S CONTENTS, STOCKING ROOMS. MAKING SURE ALL GUESTS HAD ALL THEY NEEDED. CLEANING ROOMS DAILY AND CHECKING GUESTS IN AND OUT OF HOTEL.

SERVER

10/2012 TO 05/2015

CHILI'S - WESTMINSTER, COLORADO

DUTIES INCLUDED GREETING AND SEATING GUESTS, TAKING ORDERS, WHICH HAD TO BE PROPERLY ENTERED INTO A COMPUTER AND COMMUNICATED WITH THE KITCHEN. ANSWERING PHONES, TAKING PHONE ORDERS, COMMUNICATING WITH BARTENDERS, MANAGEMENT, BUSSERS AND OTHER SERVERS WAS NECESSARY TO MAKE SURE CUSTOMER NEEDS WERE TAKEN CARE OF. RESOLVING EVERYDAY CUSTOMER ISSUES WAS A HUGE PART OF POSITION.

EDUCATION

GED – 1994

BOULDER, COLORADO

SKILLS

- **EXCELLENT ATTENTION TO DETAIL**
- **FAST LEARNER**
- **HIGHLY DEPENDABLE**
- **WORKS WELL WITH PEOPLE**