

Brittany Ridnour
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OBJECTIVE

Seeking a full-time position where I can improve the performance and productivity of the company while exceling and advancing through utilization of my talents.

EMPLOYMENT HISTORY

Children's Workshop_

Loveland
Assistant Teacher, January 2019 to Present

I started this job being a float and helping out in all of the classrooms that Children's Workshops has which range from one to four years old. I am currently the lead school age teacher which involves transporting children to and from school. I also plan field trips and activities while the schools are closed. Lead qualified in all classrooms.

Front Range Community College

Fort Collins
Admissions and Outreach, August 2018 to January 2019

Answering inbound calls and assisting anyone with their questions and concerns. Helping students enroll with Front Range and dealing with all day to day duties.

Brightstar Care_

Fort Collins/Loveland
Scheduler, May 2017 to August 2018

I began as a Caregiver and earned a promotion eight months later. I currently handle all aspects of scheduling for over ninety employees and sixty clients. I am also responsible for our 24/7 On-Call service. Scheduling involves constant professional interaction with clients and their families, employees, medical facility case managers the Veterans Administration and National Accounts managers.

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Loveland
Clerk, April 2016 to May 2017

All aspects of maintaining the retail floor from managing a register, ordering and stocking inventory and retaining stellar customer service.

Center Partners

Fort Collins
Customer Service Representative, April 2011 to November 2011

Colorado Time Systems

Loveland
Administration Assistant, February 2009 to September 2009

EDUCATION

High School Diploma

Date: May 2011

Harold Ferguson High School

Loveland, CO 80538

SKILLS

- Microsoft Office Basics (Word, Excel, PowerPoint)
- Scheduling Techniques and Basic Software
- Phone System Transferring
- Employee Supervision
- Client/Employee Engagement and Customer Service
- Inventory Management
- Extensive Filing Etiquette

PROFESSIONAL REFERENCES

Jacob Yanes

Administrator

BrightStar Care

623.692.3377

jacobayanes@gmail.com

Lisa Willis

Realtor

Northern Colorado Homes

970.420.1814

Heather Kirk

Production Manager

Colorado Time Systems

970.310.5844

Vida Stanton

Purchasing Manager

Colorado Time Systems

970.290.0410