

Monica Montoya

Thornton, CO 80229

monicamontoya959f7_7ak@indeedemail.com

+1 720 657 5475

Authorized to work in the US for any employer

Work Experience

Food Delivery Driver

DoorDash-Denver, CO

December 2023 to January 2025

I would accept and deliver food from fast food or restaurants to customers in a timely and efficient manner.

Delivery Driver/Personal Shopper

instacart-Denver, CO

April 2019 to August 2022

I would go to generally whatever store the customer picked and shop for the items they request. I maintained communication with the customer letting them know if their was any kind of hold up, if a item they requested was out of stock suggest alternatives, or if I needed additional information on something or a request they make. Completed shopping and delivery as fast and safe as possible. Drove my own personal vehicle.

Assistant Manager

Mile high field services-Denver, CO

October 2016 to October 2017

This company was exactly like KR field services, a property preservation company. I handled all office work, updated information on houses/conditions, submitted bids for anything the property needed also provided the contractors out in the field with anything they needed.

Assistant Manager

KR Field service-Thornton, CO

February 2014 to October 2016

Assistant Manager to a property preservation company. I handle all office work, phone calls/Emails, update orders and information on houses/conditions, submitted bids for anything the property needed also provided the contractors out in the field with anything they needed

Document Analysis

Richo-Denver, CO

August 2013 to October 2013

Updated documents for oil and gas company's, Data entry

Manager

Systematic Trade-Thornton, CO

August 2012 to February 2013

Assisted in updating all paperwork and certifications, Data Entry, Filing, all general office work, handled Emails and phone calls, Sales any other projects needed by the owner

Administrative Assistant

Plotkin & Plotkin P.C Law firm-Denver, CO

April 2010 to September 2011

I helped with all general office work filing, E-file, scanning, copying also handled incoming and outgoing mail as well as ran errands and helped with any other projects any of the lawyers needed done,

Sales Associate/CSR

Cash America pawn shop-Lakewood, CO

August 2009 to December 2009

Took in pawns, sold items as well as purchased if customers were selling instead of pawning.

Also cleaned, filed and processed payday loans.

Personal Banker/CSR

US Bank-Curtis, NE

July 2005 to February 2009

I worked in the call center answering incoming phone calls from customers. Assisted customers with information on products and services we offered also assisted with maintenance on their accounts or any other issues the customers may have had. Open and closed accounts as well as serviced loans and lines of credits.

Education

Thornton CO

Skyview High School-Thornton, CO

2003

Skills

- Excellent customer service skills
- Highly motivated with a wonderful attitude
- Strong written and verbal communication skills
- Multitasking and great time management
- Filing, scanning, copying and all other general office skills
- Handling incoming and outgoing mail
- Fast learner and a hard worker
- Proficient in Microsoft Word
- Excel
- PowerPoint
- Windows
- Customer service
- Sales
- Banking
- Driving
- Microsoft Office

- Microsoft Excel
- Microsoft Word
- Computer literacy
- Organizational skills
- Computer skills
- Customer support
- Communication skills
- Office experience
- Front desk
- Clerical experience
- Delivery driver experience
- Basic math
- Phone etiquette
- Data entry
- Cash handling
- Typing
- Word processing
- Filing

Certifications and Licenses

Driver's License