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| 1708 Sawyer Way #182, Colorado Springs, CO 80915•720-629-6597•along@uccs.edu/april11dance@hotmail.com | | | | | |
| April Long | | | | | |
| Experience | | | | | |
| September 1, 2006-Present | Romano’s Macaroni Grill | | | Colorado Springs, CO | |
| Server/Hostess/Trainer  * As a server the responsibilities are to uphold the highest standards of service, collect payments, carry and handle money, serving and training with alcohol, partake in monthly wine workshops, and making and meeting sales tasks. * A Hostess duty entails involvement with customers on numerous different levels. Being able to work under pressure and make spontaneous decisions whenever necessary. * As a developer the responsibilities are training new employees, present classrooms on rules and regulations of the company. Working closely with management. Setting standards on acceptable conduct. | | | | | |
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| January 2003- June 2003 | Vector Inc. | | | Lakewood, CO | |
| Sale representative  * A sales representative’s job was to do demonstrations on company products. * Traveling and participating in house visits were required. Navigation skills were needed to travel all over the state to take appointments. Obligations included selling products, make appointments, and working independently while representing the company positively. | | | | | |
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| September 2004- May 2005 | Northeastern Junior College | | | Sterling, Colorado | |
| Secretary  * As a secretary for an administrator the job included practicing confidentiality while working with alumni student’s records. Using organizational skills. Creating and filing folders. Workings with computer databases, primarily Excel.  |  | | --- | | Professional Accomplishments | | * Dance Captain at Northeastern Junior College. Required to choreograph numerous dances, lead practices while also maintaining a captain position. * Special skills interworking with any and all Microsoft programs and modern technology. * Working with adolescents 13+ | | | | | | |
| Education | | | | | |
| September 2004-May 2006  **Associate of Arts** | Northeastern Junior College | | | Sterling, CO | |
| September 2006-December 2008  **Bachelor of Arts** | | | University of Colorado at Colorado Springs  History | Colorado Springs, CO | |
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| References | | | | | | | |
| References are available on request. | | | | | | | |
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