

*Deni Ensign*

*(970) 319 3597*

*denirensign@aol.com*

### *Personal Skills/ Professional Experience*

- Customer service
- Tech support
- Leadership and management
- Project management
- Teamwork
- Flexibility
- Active listening and communication
- Time management
- HIPPA Compliance
- Multitasking
- Detail oriented
- Reliability
- Punctuality
- Conflict resolution

## *Work Experience*

**Office/ Practice Manager, Lux Wellness Center , Carbondale, CO**

September 2021 - August 2022

**Professional References-** Dr. Jade Wimberely, Dr Lauren Whittaker

(personal contact information available upon request)

- Provided quality customer care for 30-50 daily interactions
- Managed schedules for two doctors
- Maintained organized and updated filing systems
- Ordered and stocked supplement and medical supply inventory
- Exercised HIPPA compliance and responsible handling of sensitive medical records and information
- Implemented new systems and improved existing systems
- Assisted with company promotions and marketing
- Established wholesale accounts
- Managed company license renewal
- Weekly and Monthly statistics (Excel, Word, & Spreadsheets)
- Maintained sanitary tables and equipment
- Bookkeeping
- Attended business seminars for professional growth
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- ordering lab requisitions, faxing medical records requests, budgeting and finances, ensuring accountability and time management, providing teamwork and flexibility,

**Reasons for leaving-** Moved out of state

**Company Contact-** <https://luxwellnesscenter.com> (970) 540 5394 email: [office@luxwellnesscenter.com](mailto:office@luxwellnesscenter.com)

**Front Office Manager, Dog Hollidays, Glenwood Springs, CO**

February 2021 - November 2021

**Professional References (Head Managers) - Trevor Paine, Charissa Charvel**

(personal contact information available upon request)

- Assisted 60+ customers daily
- Managing schedules for 4 main services including Boarding, Daycare, Grooming and ?
- Conducted hiring interviews
- Ensured the wellbeing and proper care of 30-70 pups
- Managed team shift schedules
- Training coworkers
- Book keeping and billing
- System Troubleshooting
- Ordered retail
- Stocked Merchandise
- Ensured timely response to all forms of client communications
- Opening and closing
- Assisting daycare attendants as needed

**Reasons for leaving- Business Closed**

**Company Contact-** <https://www.doghollidays.com> (970) 930 6292

**Sales associate, Spirit Halloween, Glenwood Springs, CO**

September 2020 - November 2020

**Professional Reference (Manager)-Chamonix Labare**

(personal contact information available upon request)

- Merchandising
- Operated cash register
- Met sales goals
- Cleaning
- Enforcing covid regulations
- Stocking shelves
- Unloading shipments

**Reasons for leaving-** Seasonal

**Contact-** <https://www.spirithalloween.com> 1 (866) 586-0155

**Childrens Ski Instructor, Sunlight Ski Resort, Glenwood Springs, CO —**

November 2019 - March 2020

**Professional Reference (Head of Department) -Matt (no current contact information)**

- Instructed ski and snowboarding lessons
- Checking in children and oversaw belongings
- Coordinated with team members on lessons and groups
- fitting children for all needed snow equipment/gear, Helping children change into proper attire
- Oversaw mealtime and snack time during lesson breaks
- Ensured a safe and happy experience for the children
- Encouraged emotional regulation with when upsets occurred.
- Assisted at rental shop
- Teaching skis and boards, and fitting boots

**Reasons for leaving-** Covid 19 shutdown

**Contact-** <http://www.sunlightmtn.com> (970) 945 7491

**Sales consultant, Customer service, Software Design Apprentice, Website developer, Wireless installation team, ROF.NET , Glenwood Springs, CO**

February 2015 - March 2019

**Professional reference (Boss) - John Starr (no current contact information)**

- Assisted wireless installations
- Website design services
- Troubleshooted wireless connection
- Troubleshooted website and email issues
- Cleaning and filing
- Basic software development
- Built and modified hardware systems
- Paid training for certifications and coding

**Reasons for leaving-** Company dissolved

**Contact-** <https://www.rof.net> (970) 945 4920

## *Education*

**Glenwood Highschool**, Glenwood Springs, CO August 2017 - December 2020

**Yampah Mountain Highschool**, Glenwood Springs, CO January 2020 - May 2021

**Colorado Mountain College**, Glenwood Springs, CO August 2020, May 2021

**Alliance Française de Denver**, Denver, CO October 2021, December 2021

**John Jay College of Criminal Justice**, New york, NY August 2022, Current

## *Personal References*

**Genie Johnson** (970) 376-0367

**Meghan Backofen** (970) 379-7461

**Sierra Aldrich** (970) 309 3679

**Wynter Corte** (970) 947 8442

