

# Kali Lott

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## WORK EXPERIENCE

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### **Independent Natural Food Brokers**

**Denver, Colorado**

*Administrative Assistant*

*April 2017 - January 2018*

- Gather data, records, and information to be filed online via Google Drive and ensure accuracy and organization
- Communicate with clients about their records via email
- Assist supervisor with special projects such as audits

### **Jamba Juice**

**Denver, Colorado**

*Shift Manager*

*February 2019 - July 2019*

- Take orders from customers and handle monetary transactions at the cash register
- Quickly make quality smoothies according to each order with every recipe memorized
- Delegate team members and train new team members in their positions to ensure efficiency throughout the day
- Send orders for fresh produce and dry goods and take inventory of incoming shipments
- Input sales into the computer system and deposited cash drops at the bank

### **Rover**

**Denver, Colorado**

*Self-Employed Dog Walker*

*July 2019 - November 2019*

- Respond to walk requests around town and provide 30-to-60 minute walks
- Safely handle dogs of all breeds and sizes (up to 100 lbs) in the owners' homes and during the walks, sometimes overnight when their owners went away for longer periods of time
- Work my own hours and drive myself to locations

### **Kokoro Restaurant**

**Denver, Colorado**

*Server/Cashier/Caterer/Delivery Driver*

*September 2019 - present*

- Provide dine-in services to customers by taking orders, delivering food and drinks to the table, answering questions about the menu and items, and handling monetary transactions at the end of their meal
- Take to-go orders at the cash register as well as count out drawers at the end of the night
- Use Microsoft Excel to input and generate correct tips for the day's servers and cashiers

- Extra work around the restaurant including decoration and repainting walls and surfaces
- Prepare food in the kitchen to be sold at several locations which I drive to and either drop off the food or sell for two hours through Fooda (a third-party catering service company)

## **PostNet**

**Centennial, Colorado**

*Graphic Designer*

*February 2021 - present*

- Assist clients with print orders from start to finish: service and pricing consultation, securing sales, design, and full print production
- Operate and troubleshoot commercial printing machinery to create products: printer, large-format printer, automatic and manual cutters and perforators, automatic and manual folders, cold and hot laminators
- Provide design services to clients using Adobe Creative Cloud for both personal and professional projects

## **EDUCATION**

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**South High School**

**Denver, Colorado**

*High School Diploma, May 2018*

**University of Denver, Coding Bootcamp**

**Denver, Colorado**

*Certificate, expected August 2022*

## **ADDITIONAL SKILLS**

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- Driver's License
  - ID: 15-138-1056
- Technology proficiency
  - VSCode
  - Insomnia
  - Front-end (HTML, CSS, JavaScript, jQuery, React, Bootstrap)
  - Back-end (APIs, NodeJS, ExpressJS, MySQL & Sequelize, MongoDB & Mongoose, REST, GraphQL)
  - Adobe Creative Cloud (Photoshop, Illustrator, Acrobat, Premiere Pro, InDesign)
  - Microsoft Office (Word, Excel, PowerPoint)
  - Google Drive
- Creativity and artistic ability
- Fast self-learner

- Organization & attention to detail

## REFERENCES

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- Talia Bond, *PostNet Centennial*
  - [talia.bond@gmail.com](mailto:talia.bond@gmail.com)
- Masaru “Mas” Torito, *Kokoro Restaurant*
  - Email: [mastorito@gmail.com](mailto:mastorito@gmail.com)
- Brenda Steele, *Independent Natural Food Brokers*
  - Email: [brenda.steele@naturalfoodbroker.com](mailto:brenda.steele@naturalfoodbroker.com)