

Librada (Liva) Ellsall
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Summary of Qualifications

- Highly enthusiastic customer service professional with more than 15 years experience
- Strong organizational skills
- Effective communication and conflict resolution skills
- Highly adaptable to change and an effective problem solver
- Inquisitive minded with appetite for learning and doing

Relevant Experience

Podiatry Associates

Fritzy Feet, Denver, CO

2017 -Present

- Assisting diabetic clients and those with orthotics issues find appropriate shoes that are customizable to their feet
- Worked closely with various insurance groups including Medicaid

Owner and Manager

Moze Café, Denver, CO

2003-2017

- Owned and managed the day-to-day operation of Moze Café, a boutique café in the Denver Tech Center.
- Managed staff of five
- Highly attentive to patrons and customers' need and ensured quality satisfaction

Volunteer

Children's Hospital Colorado, Denver, CO

2014

- Worked closely with children with disabilities, finding ways to uplift them through exploration of different games and fun activities

Assistant Spanish Teacher

Douglas County Elementary Schools, Castle Rock, CO

2011-2013

- Thought beginner Spanish courses to elementary school students at *Redstone Elementary School* and *Wildcat Mountain Elementary School*
- Class size were between 15 and 24 students

Education

Armbrust Real Estate Institute

Completed courses in national and Colorado real estate law, June 2017

Passed the national and state real estate law exam and received certification in September 2017

Life Time Fitness

Completed courses and received certification in strength and conditioning training, July 2015

Community College of Aurora

Completed courses in business administration and marketing, 2004-2005

Instituto Tecnológico De Navojoa, Sonora, Mexico

General Studies & topography, May 1989