

Darius Simmons

Aurora, CO

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Objective: To function as a productive and dependable member of your team, utilizing various professional skills and extensive experience in an efficient manner as an advantage to your company.

WORK EXPERIENCE

Inbound Material Handler

Shake and Shingle Co. - Denver, CO - April 2014 to Present

Responsibilities

Pulling orders for delivery or pickup

Loading, unloading, verifying walk-in orders and ABC deliveries before shipment

Loading and unloading vendor and common carrier vehicles

General forklift maintenance and reporting maintenance necessities

Tracking and monitoring inventory levels

Data entry and filing company documents

Additional duties and responsibilities as required or assigned

Operating OSHA approved Powered Industrial Truck certification

Obtain valid OSHA approved forklift certification

Provide excellent customer service skills

Basic housekeeping

Customer Care Representative

24-7 InTouch /Netflix - Aurora, CO - March 2014 to August 2014

Responsibilities

Provide exceptional customer service and problem solving by responding to all inbound calls

Assist customers with new and existing accounts, website navigation, and account billing

Actively listen and show empathy and patience in a non-scripted environment

Communicate information to a variety of non-technical and technical customers

Resolve customer inquiries

Work in a fast paced, high volume, changing environment

Learn and strived to gain new knowledge about product and service changes

Provide technical assistance with devices such as PC, Mac, Xbox 360, Playstation 3, and the Wii,

Provide great typing skills (at least 45 words per minute required).

Provide amazing and strong phone presence

Display an understanding of basic computer and home networking terminology (operating systems, browsers, routers, modems, etc.)

Display strong oral/written communication skills

Fill Plant Operator II/ Loader II

Airgas - LaGrange, IL - December 2009 to March 2014

Responsibilities

Sorting of incoming cylinders.

Filling high pressure cylinders.

Filling portable liquid containers with industrial oxygen, nitrogen, argon and carbon dioxide.

Filling medical oxygen and nitrogen liquids.
Removing and/or installing of valves in cylinders.
Operating knowledge of instrumentation required for FDA testing.
Testing of medical cylinders per FDA requirements.
Forklift
Loading and unloading bulk trucks.
Basic housekeeping
DOT Labeling
OSHA Testing

Teen Coordinator

Boys and Girls Club - Hammond, IN - October 2008 to August 2009

Teen Interacting

- Order Filing
- Data Entry
- Educational Tutoring
- Appointment Setting and Field Trip Scheduling
- Activities Supervision
- Mentoring Programs
- Athletic Games Training and Management Material Inventory Assistance
- Maintain Clean and Organized Teen Center
- Financial and Payment Recording

EDUCATION

Mississippi Valley State University - Itta Bena, MS
December 2006

Associate of Science

Southwest Tennessee College - Memphis, TN
August 2006

SKILLS

Basic PC skills, Customer Service, Data Entry, Certified Forklift, Invoice Management, Inventory Control, Vendor Relations, Shipping/Packing/Receiving, Knowledge of basic office equipment. Lab analyzing and testing/(Servomex and OSHA

ADDITIONAL INFORMATION

SKILLS

- Basic PC skills
- (Microsoft Word, Excel, and Power Point) Typing (50 WPM)
- Customer service
- Data entry
- Forklift (Certified)
- Invoice management
- Inventory control
- Vendor relations

- Shipping, packing, and receiving
- Knowledge of basic office equipment
- Servomex OSHA analyzing