

## Skills

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Hospitality, customer service, customer relations, quality assurance, sales, operate POS and accept payment, time management, values strict adherence to company procedures, at home with Microsoft Office, charismatic and congenial demeanor, fast paced and anticipates changes, athletic, can lift 65 lbs, can operate forklift and similar machinery, helpful, always first to volunteer

## Experience

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### Best Buy

Inventory/ Merchandise team  
Jordan (303) 252-8677  
Northglenn, 80234  
August 2014 - Present

Receive and ship store merchandise; apply security tag to product and move it to sales floor or warehouse storage; ship merchandise according to specific procedures for sending to distribution center or customers; operate lift trucks; accurately document movement of merchandise; ensure clean store, warehouse, and parking lot;

### Daimler Chrysler

Warehouse Labor  
Joel Dan (303) 373-8812  
Denver, 80239  
May 2013 - March 2014

Locate and pick product; verify part number and quantity; prepare cages for routes and dealers; account for missing pieces; load packages; operate forklift and similar machinery; ensure products are organized and in correct location

### Bella Sera Event Center

Event Catering Staff  
Elizabeth Montoya (720) 938-2609  
Brighton, 80601  
September 2011 - April 2013

Provide quality customer experience; event venue preparation; provide service at varying specifications as to party's needs; equipment set-up; utilizes industrial size appliances and equipment; transport food; serve large quantity of patrons; bus tables; wash dishes; dispose of trash;

### NuVision Construction Services

General Labor/Assistant  
Jon Cardenas (720) 454-8827  
Henderson, 80640  
June 2009 - May 2013

Assist with all aspects of company projects; paint indoors and outdoors; carpentry; electrical\*; utilize best tools for specified job; file and maintain receipts and other records; make phone calls

### Chick-fil-a

Cashier  
Vicky Halbert (303) 655-1404  
Brighton, 80601  
June 2011 - October 2011

Greet customers; input orders in POS system; maintain sanitary work area; follow health regulations; stock inventory; ensure positive customer experience

## Education

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Front Range Community College - Westminster August 2012 - Present

Prairie View High School May 2012

## Extra Curricular

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Prairie View Choir  
2008 - 2011

Bass/Baritone; received letter each year; member of Chamber choir and Meistersingers

Prairie View Football Team  
2008 - 2012

Outside linebacker, middle linebacker, fullback, runningback;- received letter all four years; demonstrated passion and dedication in spite of debilitating knee injuries

Prairie View Baseball Team  
2009

Center Field

Prairie View Track and Field  
2010

Shotput

Fellowship of Christian Athletes  
2008 - 2012

Attended bi-weekly meetings

Prairie View DECA  
2011

Worked in School store; received Letter

The Worship Center Children's Ministry  
2010 - 2012

Organized and founded children's ministry; held weekly one hour lessons for children ages 8-10; planned activities like fishing trips