

## Objective

I am seeking a full or part time employment opportunity with a stable company where I can contribute and help create success.

## Experience

2013-2014 Penske Salt Lake City, UT

### Driver/Hiker

- \*Completed routes while following procedures driving Penske box trucks to destinations
- \*Maintain safe vehicle and conditions in compliance with company
- \*Provide prompt and courteous service to our residential and commercial accounts
- \*Verified invoices for delivery accuracy

2011-2013 Maine Plastics Salt Lake City, UT

### Warehouse/Shipping and Receiving

- \*Operated forklift loading and unloading trailers
- \*Shipping and Receiving
- \*Picking, Pulling, Sorting

2008-2011 Shopko Sandy, UT

### Customer Service/Freight Handler/Health and Beauty Specialist

- \*Operated cash register and assisted customers in a timely friendly manner
- \*Utilized electronic scanner and set Health and Beauty planograms
- \*Unloaded trailer full of merchandise and stocked products accordingly
- \*Increased business revenue by increasing repeat customers
- \*Operated forklift with certification and was awarded Employee Of The Month

2005-2007 XO Communications Sandy, UT

### Customer Service Representative

- \*Operated computer using Microsoft Office programs and in-house systems
- \*Generated return of customers by offering attentive and personalized service
- \*Achieved Letter Of Recommendation

2003-2004 Mergenthaler Salt Lake City, UT

### Customer Service Driver/Mover

- \*Commenced and completed furniture inventory
- \*Responsible for pulling invoices before and after furniture delivery
- \*Operated moving van and forklift and acquired a Class B drivers license

1996-2002 Convergys Ogden, UT

### Sales and Customer Service Representative

- \*Created new and repeat sales by providing product and technical information
- \*Provided exceptional Inbound and Outbound Customer Service

## Education

1989-1990 St. Josephs High School Ogden, UT

1991-1993 Bonneville High School Ogden, UT

Graduated with 3.1 GPA