

# Andrew Anderson

Commerce City, CO 80022

[andrewanderson7838\\_n2m@indeedemail.com](mailto:andrewanderson7838_n2m@indeedemail.com)

+1 720 416 1641

## Work Experience

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### **Plumber Apprentice**

Rooter Town - Commerce City, CO

August 2021 to March 2022

- Sell equipment/supplies to customer
- Drove company vehicle to customer's homes to assess plumbing needs
- Installed toilets, sinks, and tubs
- Shopped for proper equipment needed for each customer
- Performed maintenance to ensure plumbing systems are up to date
- Worked well independently

### **Unloader/Stocker**

Lowes

December 2018 to May 2019

- Loaded and Unloaded inbound and out bounding trucks, some by forklift and some by hand.
- After unloading the truck, I would organize pallets before wheeling them out on a pallet jack to the correct department of the store.

### **Stocker/Cashier**

Taco John's - Galesburg, IL

March 2018 to November 2018

worked cash register

customer service

food prep

### **Telephone Interviewer**

Ironwood Insights - Aurora, CO

- Interviewed and surveyed customers about their experiences
- Used a guided script to efficiently speak to people over the phone
- Worked in high volume call center
- Helped customers with any questions or concerns they had
- Scheduled call back times

### **Dispatcher**

CEVA Logistics - Aurora, CO

Dispatched incoming/out coming semi drivers.

Located open trailer door for semi to park trailer, to be unloaded/ loaded.

Input manifest into program, checked or fixed any errors on manifest.

Emailed and called other locations for missing or damaged products

Instructed forklift drivers to different trailers based on their work determination.

Communicated with forklift drivers by walkie talkie.  
Printed copied new manifest.  
Put files in correct place and order for next dispatcher.  
Worked with Microsoft office (word, excel, etc.)  
Scheduled timeframe of departure for drivers

## Education

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### **High school or equivalent**

#### **High school or equivalent in Business**

Galesburg High School - Galesburg, IL

## Skills

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- Cashier
- Pallet Jack
- Forklift
- Stocking
- Warehouse
- fast learner (10+ years)
- Shipping & Receiving
- Load & Unload (2 years)
- RF Scanner (1 year)
- Materials Handling
- Handyman experience (Less than 1 year)
- Manufacturing
- Plumbing
- Packaging
- Dispatching (1 year)
- Customer service (3 years)
- Interviewing (1 year)
- Sales
- Telemarketing (1 year)
- Communication skills (5 years)
- Filing (1 year)
- Communication skills (5 years)
- Microsoft Word (3 years)
- Microsoft Office (4 years)
- Alternative dispute resolution
- Organizational skills (2 years)
- Schedule management (1 year)

## Certifications and Licenses

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**Forklift Certification**

**Plumbing Apprentice License**

**Food Handler Certification**