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OBJECTIVE

To build on my experience and transition into a new field where I am challenged and given the opportunity to make a positive contribution. I am seeking a long term fit with opportunities to utilize my unique skill set and knowledge in order to grow professionally while doing what I love in support of the success of the company.

SKILLS

- Interpersonal Communication Skills
- Taking Initiative
- Reliable
- Prioritization and Organization Skills.
- Coachable
- Punctual
- Computer Savvy
- Collaborative
- Forklift Skills

EXPERIENCE

The UPS Store- Colorado Convention Center. February 2019 - September 2019

- **Packing and Shipping** - Custom packed high value, fragile and oversized items to meet UPS packing standards.
- **International Shipping** - Input customers address and information as well as international address and customs information to ensure timely and accurate delivery.
- **Printing** - Operated Konica Minolta printer to make simple copies as well as large orders for conventions and corporate meetings.
- **Notary Public, State of Colorado**

ESI-Edgebanding Services Inc. April 2018-November 2018

- **Shipping and Receiving**- Pulled products from pick sheets. Packaged products thoroughly to be shipped undamaged. Processed orders through StarShip creating accurate shipping labels. Ensured orders were correct and on time.
- **Slab Handler**- Worked as a team with forklift operator to ship, receive and organize granite slabs. Slabs weigh roughly 1,200 pounds so safety was the top priority. Used verbal and visual communication methods to move slabs without injury or damage to slabs.
- **Forklift Operator**- Worked both as team and individual to load and unload products from trucks as well as customers vehicles. Inspected forklifts before operation for safety and maintenance.

Costco Wholesale 2007-2017

- **Cashier** - Received payments by cash, check, credit cards, vouchers, and automatic debits. Issued receipts, refunds, credits, and change due to members. Counted money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- **Merchandising** - Ensured that products appear in the right location, at the appropriate time and in the correct quantities. Worked closely with the buying teams to accurately forecast trends, plan stock levels and monitor sales.
- **Fork Lift Operator** - Unloaded, organized and inventoried merchandise received from depot. Used Electric Pallet Jack to move merchandise to sales floor for purchase and storage. Worked with stockers to make sure the right merchandise and quantities were removed from the steel to be stocked.

United States Marine Corps 2009-2010

Elitch Gardens Theme Park 2005-2008

- **Loss Prevention** - Conducted interviews, background checks and drug screens for job applicants. Monitored guests and employees through CCTV, undercover, cash auditing and plain clothes operations for company loss. Installed and maintained CCTV and DVR systems.
- **Security Supervisor** - Oversaw team of 15-20 licensed security guards in charge of ensuring guest safety.