

Anthony Martinez

Thornton, CO

ajmartinez8891@gmail.com - (303)859-2693

- Very self-motivated
- Enjoy helping people
- Excels Quickly

Technical Skills/Proficiencies

• Familiar with all Flow 3 Trima/Spectra builds, Cells A&B, Floater, CSP inspection certified, Label Assurance and Verifications

- Worked with and familiar with ECO's
- Knowledge of Microsoft Excel, Word, PowerPoint.
- Typing (30 wpm)

Authorized to work in the US for any employer

WORK EXPERIENCE

Customer Care Coordinator

Preferred Home Care - Lakewood, CO - August 2015 to Present

Responsibilities

File and maintain patient records, Data entry, Order placing, clearing drivers route manifests, clear dispatch log, Verify correct patient information, Update/Create patient delivery logs, dispatch drivers for same day/ next day deliveries, Troubleshoot customer concentrators, Answer incoming calls, research and resolve inquiries ,Scan, Excel, Word, Outlook, Maintain in compliance to all HIPAA reg.

Skills Used

Data Entry, Typing 30+Words per minute/10key, Basic Mathematical functions, Problem Solving, Attention to detail, Customer Service, Time management, Multitasking, Answer all incoming calls.

Furnace Operator

UTC Aerospace Systems - Spokane, WA - October 2014 to May 2015

Responsibilities

Manufacturing landing system sub-components. Prep/load/unload furnaces. Prepare Documentation, Frequent lifting of 30+ lbs. Weigh parts. Trace parts. Operate Furnace/gas/cooling & steam systems.

Heavy Equipment Operator

Vestas - Brighton, CO - August 2013 to July 2014

Responsibilities

Manufacturing Spars, Quality control, obtain and log precise measurements, Heavy machine operator/ preventative maintenance, 18T Overhead crane operator, Forklift operator

Accomplishments

Lead Operator/Trainer

Skills Used

Quality Control, time management, heavy lifting,

P3 Operator

TerumoBCT - Lakewood, CO - August 2010 to August 2013

Responsibilities

Familiar with all Flow 3 Trima/Spectra builds, Cells A&B, Floater, CSP inspection certified, Back up HighBay, Multiple Reworks performed, Pack Out, Label Assurance and Verifications
Worked with and familiar with ECO's
Knowledge of Microsoft Excel, Word, PowerPoint.

Accomplishments

Quality Control, Back-up Material Handler, Back-up High-Bay,

Skills Used

Excelling quickly

Sales Associate (Lumber/Building Materials)

Home Depot - Lakewood, CO - April 2007 to November 2008

Thornton, CO

- Sales Associate [Hardware, Lumber/Building Materials]
- Customer Service, Replenish merchandise, Clean work environment, Drop Pallets with Forklift/Heavy Machinery, Load and Unload Consumers Vehicles

Customer Service, Maintain Inventory, Clean Organized

Super Target - Thornton, CO - March 2005 to August 2006

workplace, Wave/Crown Certified, Pull Orders

Cook/Server/Dishwasher

Taco House - Thornton, CO - April 2004 to January 2005

Customer Service, Food Prep, Take Orders, Side work, Clean/sanitize dishes, Clean work area, Register.

EDUCATION

Emily Griffith Opportunity School - Denver, CO