

# Armand Mendoza

Lakewood, CO 80215

[mendozaarmand786@gmail.com](mailto:mendozaarmand786@gmail.com)

+1 720 951 9155

Authorized to work in the US for any employer

## Work Experience

---

### **Maintenance Technician**

Volunteers of America - Denver, CO

March 2022 to Present

Handle work orders for many different disabled tenants  
Working in a handful of trades such as plumbing HVAC Electrical  
Daily trash removal and Grounds clean up

### **Administrative Coordinator**

Carpet Exchange - Denver, CO

February 2021 to March 2022

All receiving of all In coming product from vendors and All transfers to other locations since it is the main warehouse of company. Also do all stock transfers of different product. Customer walk in's for pick up. Handling of all issues for sales rep at all 19 locations and resolving any system errors and product Questions. Answering of all incoming calls. In addition to helping as a installation coordinator and scheduling

### **daily labor assistant**

Architectural installs - Denver, CO

January 2018 to February 2021

customer service personal at job sites. Also do daily labor task such as get materials install glass and shower doors for different size bathrooms. Keep track of my small job site teams hours and time cards. Also do all payroll which includes light admin work

### **Customer Service Representative and manager**

King Soopers - Denver, CO

March 2017 to October 2018

Deal with customer issue such as returns questions and concerns  
Work with money services such as western union money transfers and payouts  
Pay everyday bills for customers such as xcel,Denver Water,Comcast Etc  
Maintain a on track cashier drawer making sure I was not short or over  
As a manager i maintain the front end making sure all issues are taken care of  
I also do loans for drawers for my checkers as in rolls of coin and bills of all sorts  
Also i handle issues my customer service desk can not handle  
Did daily employee reports which included daily computer work

### **Electrical Apprentice**

EXCEL ELECTRIC - Golden, CO

May 2016 to September 2016

I wired lighting in a king supers we were hired to assist remodel

Worked with teams as big as 30-40 people all at once

Learned the use of big machinery and different tools

During my time here learned the people were what I wanted to work with after being isolated In no conversation work style

### **Data Entry Assistant**

Medical office - Denver County, CO

August 2012 to May 2016

Did all admin and data entry for new patients and would input insurance information and file all different cases by category

## Education

---

### **High school or equivalent**

John F Kennedy High School

## Skills

---

- Cash Handling (3 years)
- Customer Service (4 years)
- Management (Less than 1 year)
- Cash Handling (3 years)
- General Labor
- Construction Laborer
- General Laborer
- Warehouse Associate
- Administrative Experience (4 years)
- Google Docs
- Inventory management (1 year)
- Shipping & receiving (2 years)
- Computer skills (4 years)
- Office Management
- Human Resources
- Microsoft Office
- Microsoft Powerpoint

## Certifications and Licenses

---

### **Drivers License**

### **Electrician Apprentice**