

## Alexander Arment

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Westminster, CO 80021  
720-499-8610

**Objective:** To utilize the skills I've obtained working in the tech industry to complete large quantities of high demand assignments with speed and efficiency. To utilize my experience in the customer service industry to provide excellent assistance to clients while accomplishing all required tasks. To eagerly approach each new task as an opportunity both to learn new tools for success and use my existing knowledge to achieve professional goals.

### Summary of Skills:

- **Use of Microsoft Excel, Microsoft Word, Power Point, Google Docs**
- **Adept at problem solving and highly adaptive in a constantly changing office environment with time restrictive projects.**
- **Customer service and support.**
- **Public speaking experience.**
- **Familiar with working in team settings and leading projects to accomplish collective/mutual goals.**
- **Sales Floor stocking and merchandising experience.**

### Education:

**University of Colorado**  
Bachelors Degree  
Major: Integrated Physiology

Boulder, Colorado  
2011

### Employment:

#### **Google Inc. /Adecco (Contract)**

Boulder, Colorado  
07/2012 – 07/2013

Position: **Sourcing Data Specialist**

**Job Duties:** Worked on a team of data specialists to complete incoming tasks from Sourcing and Recruiting teams in order to build a pipeline of candidates for company recruitment and hiring purposes, and maintained/updated databases of existing candidates. Handled large data transfers between systems on a daily basis including bulk uploading of data and cleaning/editing of information. Gathered information utilizing data systems such as LinkedIn in order to find the most qualified candidates for

incoming positions. **Trained** new data specialists on bulk uploading processes and data retrieval along with other day-to-day operations. Worked in conjunction with Google's sourcing and recruiting teams to develop projects/programs and distribute candidate information to the most appropriate teams. Assisted with and organized office events.

**Target**

Westminster, Colorado

06/2011 – 07/2012

Position: **Sales Floor Team Member (Electronics)**

**Job Duties:** Provided customer service in Electronics, toys and sporting goods departments. Assisted customers in the selection and purchase of electronic devices including: cameras, televisions, video game systems, and other electronic products. Interacted with onsite vendors and acquired detailed product information in order to better facilitate the sale of merchandise to customers. **Trained** new team members in sale operations and customer service. Worked together with team members to accomplish common goals.

**Cherry Creek Nursing Center**

Aurora, Colorado

06/2004 – 05/2005

Position: **File Clerk/Office & Nursing Center Operations Assistant**

**Job Duties:** Handling of secure patient files. Disposal of sensitive data. Assisted with various other duties at nursing home, including; patient aid, customer service, and resident activities.

References available upon request.

Find me on LinkedIn

[www.linkedin.com/pub/alex-arment/54/953/590/](http://www.linkedin.com/pub/alex-arment/54/953/590/)

or E-mail me @

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