

Austin Jones

Production lead - Scimetrics Ltd

Wellington, CO 80549

austinjones33_gft@indeedemail.com

(970) 988-1097

- Talented associate successful at consistently delivering the highest quality service. Fast worker who always goes the extra mile.
- Dedicated to providing the highest level of customer service. Outgoing, and efficient with the capacity to multi-task.
- Reliable and friendly associate who quickly learns and masters new concepts and skills. Passionate about projects.

- Exceptional Customer Service
- Problem Solving
- Customer- and service-oriented
- Excellent communication skills
- Energetic self-starter
- Reliable and punctual
- Automotive electrical skills

- Cash handling accuracy
- Listening skills
- Written and oral communication skills
- Tech savvy
- Forklift certified
- Respiratory protection certified

Authorized to work in the US for any employer

Work Experience

Production lead

Scimetrics Ltd - Wellington, CO

June 2013 to Present

Position

- Manufacturing
- Packaging
- logistics
- manage inventory of grain, raw materials and finished product in tracker computing systems as well as excel
- Computed sales prices, total purchases and processed payments. Described merchandise and explain operation of merchandise to customers.
- Assisted co-workers.
- Checked the quantity and quality of received products
- Cleaned and maintained the warehouse and office space

- Repairs on all warehouse equipment Mixers, motors, trucks, forklift

Courtesy Clerk

Bella's Market - Wellington, CO

September 2012 to May 2013

- Assisted co-workers.
- Answered customers' questions and addressed problems and complaints in person and via phone.
- Accepted payment from customers and made change as necessary.
- Helped customers select products that best fit their personal needs.
- Maintained visually appealing and effective displays for the entire store.
- Offered exceptional customer service to differentiate and promote the company brand.
- Helped keep store clean and stocked.

Education

Associates degree in Automotive Technology & Service

Front Range Community College

September 2012 to 2015

High School Diploma

Poudre High School - Fort Collins, CO

May 2013

Certifications and Licenses

Forklift Certified