

Austin Lovell

Arvada, CO 80004

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I'm ready to start working as soon as possible and I'm very determined to find my next Job and give it my all and be an asset to the company I join. I would like to thank you for reviewing my resume

Authorized to work in the US for any employer

Work Experience

Part Time Supervisor

UPS - Commerce City, CO

August 2019 to Present

Manage, plan, organize, and direct all employees assigned.

Oversees 20 employees

Helps train employees of company policy and gets them up to company standards with implementing safety procedures

Order Selector

Medline Industries - Denver, CO

January 2021 to August 2022

- Catalogues, records, and organizes materials received at the warehouse; Arrange materials for order assembly
- Fulfills worksheets or tickets for customers by reading production schedules, order forms and requisitions
- Locates and gathers products for to move and distribute to production workers, assembly line, or to shipping areas
- Assembles, builds, wraps, sorts, and transports customer orders
- Operates hand truck, cart, doilies, forklift, order-picker, and walkie to transport items
- Maintain a clean and safe work area

Order Selector

Performance Food Group - Henderson, CO

March 2018 to January 2019

- Receive and check incoming pick tickets
- Locate products using scanner to double check items and labelled each box
- Retrieve orders according to quantity, size etc. ensuring accuracy
- Build pallets with orders and position them to loading docks
- Wrap orders before loading on trucks
- Re-stock inventory manually or with warehouse equipment
- Keep records of completed orders
- Maintain equipment and report on malfunctions
- Adhere to health & safety policies and quality standard

Front Desk/Night Auditor

Extended Stay Hotels - Aurora, CO

June 2017 to February 2018

- Responsible for office operations in the absence of the General Manager and Assistant General Manager, you will successfully assure front office operations exceed standards
- Review and approve transmittals and other front office paperwork and report
- Give tours to potential guests and be able to ask for and close the sale
- Ensure proper delivery of guest's special requests (i.e. linen request for sofa sleeper)
- Inspect studios for cleanliness and proper preventative maintenance
- Ensure the security needs of the property and guests are met
- Respond to requests from immediate supervisor and follow up with immediate supervisor
- Assist the Property Attendant in housekeeping with the day's needs
- Wash, dry and fold laundry as needed
- Administration of keys
- Standing for prolonged periods

Sales Associate

AutoZone - Denver, CO

2015 to 2016

- Provides WOW! Customer Service
- Ensures assigned store tasks are completed in a timely manner on assigned shift
- Operates cash registers and follows established cash handling procedures
- Follows company policies and loss prevention procedures
- Maintains a safe working environment including PPE (Personal Protective Equipment)
- Maintains store appearance and merchandising standards as directed
- Ensures that merchandise is restocked and placed in their respective areas
- Utilizes ZNET to help customers locate merchandise or find suitable alternatives
- Maintains product knowledge and current promotions through AutoZone systems and information sources
- Practices GOTTCa and assists with the installation of wipers blades, batteries and light bulbs
- Utilizes OBDII to read codes from customer's automobiles
- Ability to diagnose automobile problems and recommend solutions
- Communicates with managers regarding customer concerns and employee matters
- Actively engaged in developing more effective customer service skills
- Provides honest and trustworthy advice to customers regarding the best products that fit the customers' expectations

Education

High school or equivalent in Emergency Medical Professional

Pickens Technical College - Aurora, CO

January 2013 to August 2014

Skills

- Pallet Jack (4 years)

- Warehouse (7 years)
- Forklift (2 years)
- Shipping (4 years)
- Management (4 years)
- Payroll
- Bookkeeping
- Customer service (7 years)
- Time management (8 years)
- Problem Solving Skills
- Communication skills

Awards

Employee of the month

December 2022

Employee of the month UPS. For leading by example

Certifications and Licenses

Forklift Certification

Groups

Safety committee

December 2022 to Present

Safety committee at ups