

Baylie Noel Burks

Experienced in many different work settings, ranging from restaurants to manufacturing floors. Very versatile and a quick learner, passionate about working with people and performs very well under pressure. Able to adjust to new surroundings quickly and efficiently. Always eager to learn more and expand my knowledge wherever the setting may be. Very people driven to ensure that the customer is always satisfied and has a lasting experience that makes them want to return and is as memorable as possible.

12091 West 67th Avenue Arvada, CO 80004 720-519-9278 v.ballchic247@icloud.com

WORK EXPERIENCE

IDEX Band-It — Tool Technician/Repair Technician

12/2016 to 08/2021, Denver, CO

Managed a department with creating and ordering labels. Made labels making sure to have the correct part number, quantity, lot number, etc for the machines to run.

Build and repair air, hand, pneumatic tools. review and go over drawings and use them to put tools together efficiently and correctly start to finish. diagnosed problems within tools and was able to figure out what needed to be replaced or fixed for the tool to be correctly repaired. spoke with customers on the phone and in person regarding their tools and the diagnostics of them. Built personal relationships with customers to ensure their comfortability and trust in us as a company to give them the best possible service for their products. Ability to follow work instructions and work well in a high paced environment. Works well under pressure. Work with customers, coworkers, managers, engineering, and quality to ensure the correct actions are taken to be successful. Ability to problem solve and find solutions in a timely manner. Works very proficiently with word and office. Able to issue work orders, find part locations, and more on the JDE, which is used constantly throughout the floor, which is the main function for all transactions throughout the company.

Colorado Sustainable Roofing — Office Manager

08/2021 to 12/2021, Denver, CO

Maintaining careful eyes on county permits, ordering materials needed for jobs based on our exact measurements to ensure enough material is available for construction crew, keep tabs and touch on files frequently to make sure jobs are running as planned, ensure crews are on site at the correct time and date, ran parts and materials to job sites as needed.

Coorstek — Quality Technician

12/2021 to 09/2022, Arvada, CO

Hand check all parts ensuring they are up to company and customer expectation, quarantine failed parts as needed, wash and dry parts using dye to bring out any chips, cracks, or other failing quality expectations. Use measuring devices to get the most exact reading on parts possible.

southern cooking — catering/cashier

10/2022 to Present, Denver, CO

Working closely with customers to exceed their expectations on quality and experience. Set up and take down catering venues, prepare and deliver food to locations. Checking inventory to ensure correct and proper stocks.

EDUCATION

Ralston Valley High School

08/2013 to 05/2016