

Benjamin Shirley

Northglenn, CO

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(586)747-5346

Pursuing fellowships, internships and full-time opportunities within the field of Supply Chain

Work Experience

Operation Specialist

HBM Supply - Denver, CO

October 2019 to Present

- Operate machinery to the highest safety standards.
- Keep inventory on all shipping supplies
- Package and ship parcels and pallets

Lead Packaging Associate

CBI Offroad Fabrication

September 2018 to September 2019

- Trained other packaging associates in general safety and shipping practices
- Oversaw the fulfillment of daily goals assigned by the shipping facilitator
- Operated forklift as well as a truck and trailer

Office Assistant/ Maintenance Worker

Green Summit Landscape Management

March 2018 to August 2018

- Processed payroll, accounts payable and accounts receivable
- Received and directed calls from customers and potential clients
- Operated line trimmers, lawn mowers, hedge trimmers and all hand tools

Packaging Specialist

Artco Inc

October 2017 to December 2017

- Constructed orders in a timely fashion
- Used multiple techniques and methods of packaging for different companies
- Organized and prepared packages for shipment by date and carrier

Kitchen Staff

Madison Carriage Cove-Healthcare Resort

May 2017 to September 2017

May-Sep 2017

Madison Carriage Cove-Healthcare Resort

- Prepared quality food on time under time constraints for each meal
- Brought together guests and staff members in a spirit of unity
- Insured all areas of the kitchen were clean and up to state health code regulations

Education

Bussiness

Brigham Young University - Rexburg, ID

Present

Skills

- Microsoft Office (4 years)
- Quickbooks (Less than 1 year)
- Shipping (1 year)

Links

<http://linkedin.com/in/benjamin-shirley>