

Blaine Lee

Experienced Customer Service and warehouse worker

Denver, CO

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To maintain a position with a growing and dynamic organization where I am able to gain experience and have the opportunity to excel and advance

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Order Puller

Electronic Recyclers International - Aurora, CO - 2017-02 - Present

- Loading materials or equipment.
- Keeping records of incoming orders.
- Pulling product from warehouse
- Preparing for shipment/loading onto truck
- Receiving new materials into the warehouse
- Sorting and Palletizing
- Dismantling TV's and other recycled electronics
- Assisting customers with inquiries who want to recycle

Customer Service Rep

Green valley Recreation Center - Denver, CO - 2006-05 - 2006-09

- Confer with customers by telephone or in person to provide information about products or services, cancel accounts, or obtain details of complaints.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills
- Complete contract forms, prepare change of address records, or issue service discontinuance orders, using computers.
- Cleaning and providing service or equipment that customer may need or request

Certification/Licenses

- Forklift Certified

EDUCATION

GED

2010-01

SKILLS

Customer Service

CERTIFICATIONS/LICENSES

OSHA

2013-11

Forklift Certified

2017-01

ADDITIONAL INFORMATION

Excellent listening, written and verbal skills

Great team member and individual contributor

Ability to understand and solve complex problems

Prompt and efficient learner

Proficient in Word, Excel and PowerPoint