

Caleb I. Lenard

Ault, CO 80610

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Summary of Qualifications

- 3+ years as an Electric Vehicle Mechanic
- 5+ years of training and teaching others.
- 15+ years of customer service, retail, and phone skills.
- 20+ years of self-taught computer knowledge with a focus in repair, and software installation
 - Familiar with a lot of new technologies and programs (AI included).
- 6+ years of managerial experience within customer service, sales, and retail.
- Detail oriented individual with quality assurance in mind at all times.

Business Operations / Customer Support Service

- Promoted and demonstrated products and services.
- Completed intake orders for customers by phone, email, live chat and in writing.
 - Interfaced with customers to address problematic issues on computers.
 - Engaged with customers in regards to special orders, needs or concerns.
- Monitored/facilitated accommodations for various businesses in regards to sales, production, training and education.
 - Trained and taught others with variety of backgrounds and ages.
 - Helped others prioritize their work load, while encouraging their productivity and consistency.
- Handled money, transaction recipes, and banking deposits
- Inventory management, loss prevention, and sales of expensive products

Computers / Communication

- Advanced understanding of Microsoft Office Suite and Adobe software products/suites.
 - Organized, displayed and presented product lines, creatively or by design.
- Conducted inventory reports, reviewed detailed information, recorded data accordingly.
 - Reviewed, edited, modified and transcribed documents.

Work History

Electric Vehicle Mechanic – SPIN – Fort Collins, CO	2021 - 2023
Manager – Wireless Advocates – Timnath, CO	2020 - 2021
Team Lead Manager / Sales associate – OSL Retail Services – Fort Collins, CO	2019 - 2020
Electric Vehicle Mechanic – Bird Rides Inc – Fort Collins, CO	2018 - 2019
Customer Service/Cashier – Natural Grocers’ – Fort Collins, CO	2017 - 2018
CSR/Brand Ambassador – Premium Retail Services – Fort Collins / Loveland, CO	2013 - 2017

Education

Academy of Art University, San Francisco, CA – BA Degree – Animation & Special FX 2010