

Celeste Thomas

Denver, CO 80260

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Authorized to work in the US for any employer

WORK EXPERIENCE

Production Worker

Circle Graphics - Longmont, CO -

2017-11 - 2017-12

Worked the shipping line: boxes canvas photos and labeling boxes to ship. Used RF gun. Used a folding machine to fold canvas photos.

Production Worker

Vestas - Brighton, CO -

2016-01 - 2017-02

Correcting and safely used a variety of hand tools and cutting equipment to carry out job duties. Closely inspected parts to ensure they were of contaminants. Planned and paced work efficiently in order to meet daily and weekly production goals. Produced wind turbine blades utilizing measuring tools, sanders, grinders, and hand tools. Wore protective suit, safety toe boots, eye protection, gloves and respirator.

Xerox

Customer Relations Representative - Greeley, CO -

2015-01 - 2015-05

Handled incoming calls and followed-up on all customer inquiries. Recorded accurate notes. Handled +50 inbound calls. Multi-tasking and maintaining high level of call volume. Used call center support applications to enhance assistance to customers and agents

Welder Helper

Energies Services, LLC - Ault, CO -

2014-01 - 2014-09

Selected material as per job specifications. Performed cutting and grinding operations. Lifted, moved and held or clamped workpieces to table, into position as directed, manually or by using hoist, pry bars, wrench, hammer and wedges. Cleaned workpieces to remove impurities, such as slag, rust, and grease, using wire brush and portable grinder. Connected hoses from hand torch to oxygen and fuel gas cylinders.

Welder Helper

RJ Taylor - Loveland, CO -

2013-11 - 2014-01

Selected material as per job specifications. Performed cutting and grinding operations. Lifted, moved and held or clamped workpieces to table, into position as directed, manually or by using hoist, pry bars, wrench, hammer and wedges. Cleaned workpieces to remove impurities, such as slag, rust, and grease, using wire brush and portable grinder. Connected hoses from hand torch to oxygen and fuel gas cylinders.

Automated Logistics Specialist

U.S. Army - Fort Bragg, NC -

2007-06 - 2011-06

Responsible for maintaining automate and manual accounting records like turn-ins. Handled the tasks of unloading incoming equipment and \$piling and tracking man-hours accounting for four shops. Operated and maintained SAMS-1E. Established and maintained records like stock list, material control, inventory, supply reports and accounting. Ordered military vehicle and weapon parts. Identified parts by NSN number and serial number off of item.

EDUCATION

Associate in Medical Billing and Coding

Grantham University - Kansas City, MO

2013 - 2013

High School Diploma in General Studies

Monument Valley High School - Kayenta, AZ

2004 - 2007

MILITARY SERVICE

Service Country: United States

Branch: Army

Rank: E-4

2007-06 - 2011-06