
Charlee K. Lo

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Westminster, CO 80031
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SKILLS

- Good communication skills
- Proficient with Microsoft Office
- Organized
- Problem-solver
- Team Worker
- Bilingual Hmong and English
- Adaptive
- Quick Learner
- Hard Worker
- Competitive
- Researcher
- Improver

ACCOMPLISHMENTS

- Dell Certified
- Contributed and Developed Ideas to procedures to increase efficiency and increase productivity
- Achieved and Managed 30+ repairs as daily goal
- Diagnosed and repaired dell chromebooks, involving the parts LCD screen, LCD cable, LCD bezel, webcam, keyboard, system board, audio circuit board, dc port, left and right hinges, hinge covers, WiFi cable, and trackpad
- Organized and detail oriented, recording notes to the actions of diagnosing a unit or device
- Proficient in Inspecting physical damages and Manufacture Warranty
- Proficient in testing all capable parts of Dell product units, making sure repaired devices functions properly
- Communicated with clients in a desire/professional manner to reach a destination or goal
- Proficient in Warehouse, Including the use of pallet jacks, unloading trucks, upstocking, stocking items, breaking down boxes, cleaning, pallet wrapping, etc.

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- Organized, detail oriented, and responsible, ensuring and establishing right amount of counts in Inventory
 - Updated Reports on a daily basis as a Repair Manager Duty, Involving repairs in progress, repairs completed, suspended repairs waiting for parts, and pending repairs.
 - Received and Performed Cross training, often responsible for multiple tasks completion

EXPERIENCE

Technology Integration Group, Louisville CO 80027 (FullTime, Warehouse, Life Cycle Services, Repair Technician)

April 2018-Ongoing

- Repair Technician
- Assembly
- Q/A units
- Enrolling
- Assisted with Deliveries
- Parts Clerk
- Warehouse Associate
- Inventory
- Sorting Tickets
- Boxing Up For Deliveries
- Black Dogs (LED)
- Soldering
- Repair Manager Duty

The Home Depot Westminster, CO 80021 (Part Time, Freight)

March 2017-August 2017

- Stock Store Items
- Read SKU's
- Unload Trucks
- Freight
- Ballymore trained
- Upstocking Store Items
- Bay Directed Pack Down

Boondocks Food & Fun, Northglenn(Part Time)- Server

May 2016-June 2016

- Table Busser
- Food Server
- Cashier

EDUCATION

Westminster High School, Westminster- *High School Diploma, Two Academic Lettering Awards, Years 2013 and 2014.*

August 2012- May 2016

Stars National Conference 2014 & 2015

Youth Conference 2015