

# Cory Richards

Broomfield, CO 80021

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+1 303 257 6026

Authorized to work in the US for any employer

## Work Experience

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### **Production Worker**

Vestas Blades - Brighton, CO

February 2018 to Present

Cutting ,grinding and sanding the blade. Laminating fiberglass to wind turbine blade, quality control.

### **Office Manager**

PSLP - Lakewood, CO

December 2012 to September 2017

Answering customer service calls, Taking orders and placing orders, making excel spreadsheets, email correspondence, coordinating sales reps and assisting them when needed, coordinating orders with the manufacturer

- Processed payments
- Managed team responsibilities
- Processed orders on a daily basis
- Responsible for outgoing communications

### **Customer Service Manager**

Walmart - Broomfield, CO

August 2009 to June 2016

Managed cashiers and the customer service desk, handled all cash registers, scheduling, taking care of all customer needs

- Greeted customers
- Resolved customer issues
- Responded to inquiries and issues
- Responsible for troubleshooting applications
- Operated the cash register

## Education

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### **High school or equivalent in General**

Standley Lake High School - Westminster, CO

August 1997 to May 2001

## High school or equivalent

### Skills

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- Forklift
- General Labor
- Microsoft Office
- Microsoft Word
- Microsoft Outlook
- Excel
- Apple numbers
- Customer Service
- Office Experience
- Office Manager Experience
- Computer Skills
- Assembly Line
- Warehouse Experience (3 years)
- Shipping & Receiving (3 years)
- Data Entry (3 years)
- Billing (3 years)
- Administrative Experience (4 years)
- 10 Key Calculator (5 years)
- Erp (Less than 1 year)
- Filing
- Typing
- Manufacturing
- Upselling
- Mechanical knowledge
- Mechanic experience
- Hand tools

### Certifications and Licenses

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#### Driver's License