

Damon L Underwood
1669 Coronado Parkway
Thornton, CO 80229
Contact No : 720-614-7041
Email : damon.l.underwood@gmail.com

Education

(08/94 - 05/96)
Smoky Hill High School

(08/96 - 05/98)
George Washington High

Pursued an associate of arts degree. Main goal was to obtain a bachelor's degree in International Business. (08/07 - 2009)
Community College of Aurora

Experience

Package Masters- Denver CO October 2019-Feb 2020

Warehouse, load and unload 26ft box truck

Quality Driver Solutions- Denver CO April 2019-October2019

Perform deliveries in a 26ft box truck, loan and unload truck

Sierra Nevada Corporation - Centennial, CO October 2018-April 2019

(Temp through Aerotek)

Order selection, load trucks, perform deliveries, forklift

Brinkmann Constructors- Aurora, CO July 2016-March 2018

Assist Superintendent with all subcontractors on site, keep site safe and workable, perform assignments that weren't in subcontractors contract, loading and unloading of materials. I'm certified on heavy equipment by Sunstate.

Safeway Selector/Forklift Operator - Tracey, CA, October 2015 to June 2016

Process grocery store orders to be loaded on trailer.

Material Handler Orchard Supply Warehouse - Tracey, CA, Sept 2014 to Sept 2015

Unload trailers driving a forklift. Process and receive product into company's system.

Cellular Vibe- Multiple Locations Apr 2010-May2014

Top Salesman, then to the manager position, open and close the store, counting inventory for phones and accessories, loss prevention

Survive Ministries Bible- Denver CO College Aug 2002 - 0Jul 08

Planned travel arrangements for staff, drafted meeting agendas, supplied materials and executed follow ups for meetings and team conferences

Kohl's- Lone Tree CO Sept /2007 - Jan 2009

Unloading trailers, scanning the packages into inventory, stocking shelves on sales floor as well as warehouse.

Law Firm of Franklin D Azar- Aurora CO Nov 2000 - Jun 2002

Complied statistical information for special reports, verified and logged in deadlines for responding to daily inquiries.

Lockheed Martin- Denver CO Sept 1999 - Feb 2000

Scanned documents into database

Met Life Insurance- Denver CO Nov 1997 - Jun 1998

Mail Clerk and file imagining

Merrill Lynch- Lone Tree CO Aug 1997 - Nov1997

File Imagining

Skills

Strong organization skills, Active listener, Seasoned in conflict resolution, Sharp problem solver, Courteous demeanor, Energetic work attitude, Large cash/check deposit expert, Store maintenance ability, Inventory control, Top sales performer, Customer service expert, Invoice processing, Telecommunications skills, Adaptive team player, Visual merchandising proficiency, opening/closing procedures.

References

Charles Survine, Pastor 720-935-6363

Tim Whitfield, Former Co-worker/friend 405-269-2637

Alex Lynn, Friend 303-229-9185

Mike Noland, Former Co-worker 303-475-9072