

# DARRYL RICHMOND

---

13041 E 47<sup>th</sup> Ave Cir. Denver CO. 80239 | 720-275-5978 | Darryl.Richmond@live.com

---

## OBJECTIVE

---

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

---

## COMPUTER SKILLS

---

- Microsoft Office
  - Internet Explorer
  - Maximo
  - Kronos
  - LCP Tracker
  - Aconex
- 

## EXPERIENCE

---

M  
a  
r  
c  
h  
  
2  
0  
1  
6  
  
t  
o  
p  
r  
e  
s  
e  
n  
t  
  
M  
a  
r  
c  
h  
  
2  
0  
1  
4

Delivery Driver, **interline Brands/HomeDepot**

Delivery Driver, **Crum Electric**

J  
a  
n  
u  
a  
r  
y  
2  
0  
1  
5

June 2014 to January 2015  
Package Handler, **FedEx Ground**

March 2014 to December 2014  
Forklift Operator, **Goldbug**  
· Inventory Control  
Office Administration, **ITP Construction Services Inc.**  
· Accounts Receivable/Payable, Data Entry, Payroll

June 2013 to April 2014  
Process Server, **Anne T. Sulton Law Offices**  
· Delivered court documentation  
to present  
May 1998 to March 2011  
Contract Compliance Technician, **City and County of Denver**  
· Monitored contracts to ensure compliance  
· Generated status reports for management by using Maximo database  
· Encouraged and facilitated cooperation and worked with others to achieve common goals  
· Identified problems and used sound judgment to generate and evaluate alternatives  
· Reviewed and resolved differences in areas of noncompliance  
· Reviewed and authorized payments according to the contractual agreement

## EDUCATION

---

1985

Diploma

Montbello High School