

# DAVID TRAN

**E:** davidt225030@gmail.com

**P:** (720) 277-8538

**A:** Fort Collins, CO 80521

## | PROFESSIONAL SUMMARY

Landscaping helped me develop a good work ethic since the hours were long and it was a physical job. I have experience with working in delivery since UPS helped me be quicker and move fast on my feet since the job required me to do so. I also recently worked at Fort Fun which helped me with customer service and with being good at working in a team.

## | WORK HISTORY

### **Worker - RYMC**

Wyoming • 06/2020 - 07/2021

### **Employee - Fort Fun**

Fort Collins • 03/2021 - 05/2021

- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
- Completed human resource operational requirements by scheduling and assigning employees.
- Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

### **Employee - UPS**

Centennial, Colorado • 11/2020 - 01/2021

- Assisted driver with product or package deliveries to residential and commercial locations.
- Lifted and carried packages weighing up to [Number] pounds.
- Arranged packages on truck to achieve best use

## | SKILLS

- Wages and salary
- Training and mentoring
- Team Building
- Customer service
- Cultural awareness
- Good listening skills
- Flexible & Adaptable
- Adaptability
- Customer Service
- Bilingual

## | EDUCATION

### **CSU**

Fort Collins • Expected in 05/2024

### **Associate of Science**

of storage space and to minimize damage.

- Mapped out locations using GPS applications.

### **Family Business - *Landscaper***

Centennial, Colorado • 05/2016 - 05/2019

- Maintained grounds including trimming, weeding and general clean-up.
- Performed multiple landscaping tasks, including planting, watering, mulching and edging.
- Cared for lawns by mulching, aerating, weeding, grubbing and trimming and edging around walks, walls and flower beds.
- Operated landscaping equipment with focus on safety and efficiency.
- Removed overgrowth, hazards and debris from common pathways to improve usability.
- Maintained routine landscaping schedules to boost lawn health and keep facilities neat and well-groomed.
- Trimmed greenery, shrubs and hedges to maintain uniform appearance.
- Applied weed-control and pest-killing chemicals to lawns to protect growth and improve attractiveness.

### **| ACCOMPLISHMENTS**

- Varsity Captain for Polevault and Cross Country
- RYMC Experience
- Honor Roll in High School