

DENNIS DICKOVER

12044 W. Ken Caryl Cir #202, Littleton, CO 80127

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PROFESSIONAL SUMMARY

Self-managed, motivated professional with over 25 years of experience in high volume, high pressure work environments, including shipping/receiving, office management, customer service and machining. Experienced and proficient in handling multiple projects with strong attention to detail and time management. Adept at the challenge of coordinating multiple projects with time sensitive deadlines. Proven capability in handling all facets of office administration, including accounts payable/receivable, customer relations, shipping/receiving and procurement and monitoring of office equipment. Developed and implemented several timesaving administrative and operational procedures.

PROFESSIONAL EXPERIENCE

AG Machining

6/12 to present

Machinist

Assembly, hardware setter, lathe and mill operator, manual mills and manual lathes setup/operation, receiving, unload trucks, forklift operator, tool grinder, material handler. Assisted front office with paperwork verification with regard to receiving.

Cutterworks Company

8/03 - 6/12

Manager

Office administration, including shipping/receiving, accounts payable/receivable, customer relations, payroll, collections, supervision of employees, ordering of office and industrial equipment and materials, scheduling of production for shop area, inventory control and new business development.

A&F Machining

9/02-6/03

Machinist

Set up, run production of Okuma CNC lathes, shipping and receiving, customer relations.

Cutterworks Company

11/00-9/02

Office Manager

Handled all facets of office administration, including shipping/receiving, accounts payable/receivable, customer relations, ordering of office and industrial equipment and materials, scheduling of production for shop area and inventory control.

Interstate Sweeping

6/00-11/00

Debs Enterprises

7/95-6/00

Sams Club

3/94-5/95

AG Machining

2/93-2/94

EDUCATION

Graduated Bremen High School, Midlothian, IL

References available upon request.