

# Devion E. Collins

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(504)240-8653

I am A highly motivated leader with a strong organizational and prioritization abilities. Areas of expertise include strong attentiveness, very motivated and innovated, and carry strong leadership skills. I meet and exceed every goal, set.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Automotive Technician & Sales Rep**

Grease Monkey - Golden, CO

December march2020-oct2020

- Sales
- Customer service
- Stocking
- Inventory
- Cash Handling.
- Tire rotations.
- Oil changes.
- Fluid changes.
- Radiator flush.
- Transmission flush.
- AC Recharge.
- Battery replacement/installations.
- Headlight & Taillight replacement/installations.
- Conduct repairs & do test drives.
- Maintain legible paper works for both customer and the company's record.
- Uber inspections.
- Clean and maintain the work environment t to ensure equipment longevity and workplace safety.

### **Automotive Technician & Sales Rep**

Jiffy Lube - Wheat Ridge, CO

December 2018 to 2019

- Sales.
- Management
- Training
- Inventory
- Customer service

- Floor lead
- Cash Handling.
- Tire rotations.
- Oil changes.
- Fluid changes.
- Radiator flush.
- Transmission flush.
- AC Recharge.
- Battery replacement/installations.
- Headlight & Taillight replacement/installations.
- Conduct repairs & do test drives.
- Maintain legible paper works for both customer and the company's record.
- Uber inspections.
- Clean and maintain the work environment to ensure equipment longevity and workplace safety.

### **Merchandiser**

American Nursery Services - Aurora, CO

January 2015 to January 2017

- Straightened, cleaned and merchandised product to ensure merchandise is presented in a visually appealing manner.
- Replaced damaged or missing price labels
- Maintained aisle cleanliness and shop-ability so that the merchandise is accessible.
- Sorted and distributed merchandise to various departments throughout the store.
- Builds well-rounded product displays & assortments.
- Stocking/Restocking shelves
- Pricing of products
- Inventory
- Loading & unloading of shipments
- Usage of a pallet jack
- Customer service

### Education

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#### **High school or equivalent**

Ridge View Academy Charter School - Aurora,  
CO 2010

### Skills

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- Microsoft Office (5 years)
- Word (5 years)
- Sales (3 years)
- Microsoft Excel (5 years)

- Inventory (3 years)
- Customer Service (3 years)
- Management (2 years)
- PowerPoint (5 years)
- Communications (3 years)
- Automotive Repair (1 year)
- Automotive Diagnostics (1 year)
- Automotive Engineering (1 year)
- Automotive Electrical Systems (1 year)
- Cash Handling (3 years)
- Merchandising (3 years)
- Carpentry (3 years)
- Cashiering (3 years)