

REX A. DUNN
10755 E Virginia Ave. Apt. B
Aurora, CO 80012
303-344-0925
rex.dunn50@gmail.com

GOAL

I am seeking a part-time position scanning documents.

EXPERIENCE

2006 to 3-31-2011-Bayaud Industries/ServiceSource/Clerk-Scanner: I entered header information to include name and Social Security number, scanned the documents associated with the header info into the collect file. I was then responsible to check the quality of the scan. This included position and legibility.

Awards earned:

2006 to 2011-BayaudIndustries/ServiceSource: Awarded numerous attendance awards
2008-Service Source Excellence Award-earned trip to Washington DC and bonus

ServiceSource Management References:

“His ability to perform the expected requirements and standards places him at the top with his peers.”

Ramon Roldan, Operations Manager

“He is a problem solver and is willing to access resources when additional information is needed. He continually strives to improve the workplace environment.”

Sue Gilman, Coordinator

2003 to 2005-Heritage Christian Church/Volunteer in Audio Services: Assisted Church AV personnel in preparing CDs for members to purchase.

12-2001 to 08-2003/Suss Pontiac/Valet: Assisting with Auto placement in order to improve technician productivity and other duties as assigned.

01-2001 to 11-2001/Worldwide Flight Service/Driver: Mail delivery at DIA

5-1999 to 07-00/Chelsea Catering/Warehouse worker: Store, move and deliver inventory to various airlines.

1997 to 1999/Driver- Commercial Truck Driver

1979to 1996/Glass Cutter-Worked in the Glass Industry in Manhattan, KS, Kansas City, KS and Denver, CO

EDUCATION

Manhattan High School: Manhattan, Kansas/Graduate
Manhattan Area Vocational and Technical School/Certificate in Building Trades
Bayaud Industries Computer Skills, Denver, CO.