

Education

- George Wasinton High School, Graduate ,Denver,CO ,1991
- Mesa College, AS. Anthropolgy, San Diego, CA, 1996

Work Experience

Milestone Property Management LLC

2016 - Mar 2019

Maintenance Technician

Dec

Hudson and Grove property management

- Aug 2016

Maintenance Technician

2014

ExtraSpaceStorage,Lakewood, CO

Jul 2013 - Sep2014

Assister Manager

- Opening Store
- Logon Company website
- Check afterhours lot activty log
- Count Cash Drawer compare closing and opening amounts
- Complete Bank run before Noon
- Return all emails and voicemail calls with account updates in computer
- Daily Lock check walk entire property record all moveouts or unlocked and or Damage units input data in computer update online inventory
- Perpare work orders for Manager's Approval
- Perpare Courtesy and Delinquent call list, Print Avaiable units list. Review and Updating New opetuntieds.
- Build report with all unit yet to be cleaned, 72 hours to complete orders based on Store inventory needs.

Francis Heights, Denver, CO

Nov 2011 - Jan 2013

Maintenance Tech 1

- Work Orders Primarily Trouble Shooting and Repairing Washers and Dryers,
- completing Move-out inspection. A/C and heating to patching walls.
- Install, repair and troubleshoot dishwashers, washers, dryers,Stack or side by sides; refrigerators all brands, Garbage Disposals, A/C and Heating Units inside Residents Apartments.
- Make Readies apartment turn overs,Painting,Grounds

O'Reilly Auto Parts Distribution Center , Denver, CO

May 2011 - Jul2011

High Pick Operator/IB Material Handler

- stage inbound and outbound parts,sort, scan inbound parts location once pulled or picked drive highpick lift and cherry picker

Aurora Housing Authority , Denver, CO

Jun 2009 - Oct 2010

Maintenance Tech

- Work Orders Primarily Trouble Shooting and Repairing Washers and Dryers,completing Hud inspection errors...from A/C and heating to patching holes in walls.
- Install, repair and troubleshoot dishwashers,(washers, dryers,Stack or side by sides); refrigerators all brands, Garbage Disposals, A/C and Heating Units inside Residents Apartments and outdoor control updating and maintaining stock.
- Make Readies apartment turn overs,Painting,Grounds and Graffiti Removal
- Plumbing for all indoor water supply lines and fitting.

Real Estate Personne , Denver, CO
Mar 2009 - Jun 2010

Maintenance Tech

- Work Orders Primarily Trouble Shooting and Repairing Washers and Dryers,completing Hud inspection errors..from A/C and heating to patching holes in walls.
- Install, repair and troubleshoot dishwashers, washers, dryers,Stack or side by sides; refrigerators all brands, Garbage Disposals, A/C and Heating Units inside Residents Apartments and outdoor control updating and maintaining stock.
- Make Readies apartment turn overs,Painting,Grounds and Graffiti Removal
- Plumbing for all indoor water supply lines and fitting

Harvard Square Retirement Comm. Denver, CO
May 2008 - Mar 2009

Operations Assistant

- Install, repair and troubleshoot dishwashers, washers, dryers,Stack or side by sides; refrigerators all brands, Garbage Disposals, A/C and Heating Units inside Residents Apartments and outdoor compressors.
- Monitor and Preformed routine Maintenance in Chiller Room (A/C) and in Boiler Room (Heating).
- Interior and exterior Painting Multi-colors, floor prep for carpets (Concrete Seals).
- Fixing or repair leaking faucets/toilets, piping copper or plastic;
- plumbing for all indoor water supply or return lines replacing outlets, light fixtures, Maintaining a one to one customer service/relationship Carpet cleaning Residents and Commercial.
- also ordered and tested new products from vendors. Inventory control updating and maintaining stock.
- Assisted with move in and move outs.
- Aswell as make readies after move outs wall repair new outlets, door locks and painting.
- Trash removal and Grounds up Keep Snow Removal and deicing and plowing drive ways.
- Headed Safety team;
- checked fire extinguishers monthly completed and updated safety reports and request.
- Walked grounds and Hallways weekly fixing and noting safety infractions.

City and County of DenverPolice Administration Building, Denver, CO
Oct 2007 - Dec 2007

Custodian I

- Snow Removal
- Deicing and Sanding All Districts Parking lots
- Basic Cleaning of offices and Restrooms Stocking Supply Rooms on Each Floor,
- Updating Reorder forms Moving New Supplies with Forklift or Pallet Jack From Delivery Dock to Storage Rooms and Supply Rooms,
- Update Inventory And Build New Inventory Sheets For Restock counts.

Federal Reserve Bank of Kansas ,Denver, CO
Jun 2006 - Jan 2007

Operating Clerk

- Shipping and Received Tag inventory and load inventory and load Inventory incoming and outgoing merchandise
- Input data into computer, print new inventory
- Map shipping routes for best time quality balance daily in the coin room of the Federal Reserve Bank of Denver
- Sell any coin to customer or received any coin ,must take a physical count of the room and the room counts
- Must match data in computer database.
- The same would be True for any audit.

- Totals for money received and money paid out.

UAW Daimler Chrysler Denver, Denver, CO

Jun 2005 - Apr 2006

Job title Order Picker\Loader

- Inspect
- receive Ship
- Tag inventory
- Inspect
- receive and load various automobile parts Within deadlines
- used FedEx and UPS shipping forms BOL *bill of landing
- Load merchandise in trucks based on route And delivery time. .

Penske Logistics San Diego,CA

Oct 1996 - Jan 2004

Delivery/ Installer/Repair Technician

- Lean Six Sigma training FedEx
- UPS shipping software BOL (bill of landing)
- Inventory incoming and Outgoing merchandis
- check item numbers to ensure product match.
- Check Merchandise for damage, write damage reports
- stage and prepare merchandise for Delivery.\
- Load merchandise in trucks based on route and delivery time.
- Unload All returned merchandise, stage based on product type and return sheet,
- tag all Merchandise with delivery codes;
- input data into computer, print new inventory
- Tag and place in outgoing folder.
- Received Safe worker award for seven years no Injuries OSHA and HAZMAT.
- Lean Six Sigma training