

# ELIJAH HERMAN

5410 Juniper Ct. Golden, Colorado, 80403 720-318-1891 [monkeyfest809@gmail.com](mailto:monkeyfest809@gmail.com)

---

## WORK EXPERIENCE

### EVENT RENT

*Delivery Personal, July 2016 – May 2017*

- Load contents for event in delivery trucks.
- Deliver contents safely to event sites, set up and take down inventory.
- Interact and communicate to clients on specific diagram setup for events.
- Worked in event venues such as sports Authority, University of Colorado, and Wings over Rockies.
- Drove 26 foot delivery trucks.
- Administrated warehouse inventory.

### GOLDEN WEALTH SOLUTIONS, WHEAT RIDGE, CO

*Office Administration, Mar 2015 – Present*

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Deliver messages and run errands.
- Troubleshoot problems involving office equipment, such as computer hardware and software.

### DOMINOS PIZZA, ARVADA, CO.

*Delivery Personal, Oct 2014 – Jan 2015*

- Collect money from customers, make change, and record transactions on customer receipts.
- Listen to and resolve customers' complaints regarding products or services.
- Deliver customer orders in a timely fashion.

### ELITCH GARDENS, DENVER, CO

*Event Coordination, May 2014 – Sep 2014*

- Operate cash register, handle money, and give correct change.
- Take and record temperature of food and food storage areas such as refrigerators and freezers.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Prepare a variety of foods, such as meats, vegetables, desserts, according to customers' orders or supervisors' instructions, following approved procedures.
- Inform supervisors when equipment is not working properly and when food and supplies are getting low, and order needed items.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Wash, peel, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.

## E D U C A T I O N

MCLAIN HIGH SCHOOL, LAKEWOOD, CO.

## ADDITIONAL SKILLS

- Conscientious; strong sense of community and service work. Volunteer for Wheat Ridge Back Pack Program, Denver Rescue Mission, deliver food at holidays for the Wheat Ridge Rotary Foundation.
- Possesses computer skills in Excel, Word and Power Point
- Team Player works well with others.
- Good communication skills.
- Creative thinking skills.
- Reliable employee.
- Good listening skills.
- Time management and organizational skills
- Leadership skills; exhibits good judgement.

