

# Eric Addison

## **Crew Member**

Denver, CO 80246

[ericaddison03\\_dmt@indeedemail.com](mailto:ericaddison03_dmt@indeedemail.com)

+1 804 517 8661

I am self-motivated and looking to find a job that I can utilize my customer service, sales, and team working skills.

## Work Experience

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### **Condition Check List Reporter**

Denver Auto Auction of The Rockies - Denver, CO

February 2022 to July 2022

- Check in New cars arriving in lot.
- Log Internal/ External Condition Report before Auction days.

### **Receiving Associate**

The Home Depot - Denver, CO

August 2020 to September 2021

Receive and pick locations for customer special orders.

Maintain a clean and safe working environment.

Communicate with team ensuring all orders for customers and the store are correct and accurate.

### **Off Loader**

Capstone Logistics, LLC - Denver, CO

September 2020 to April 2021

- unload trucks in orderly fashion/ as fast as possible
- distinguish products unload correct products for warehouse
- operate electric pallet jacks and forklifts.

### **Assistant Manager**

Jimmy John's Sandwiches - Denver, CO

July 2019 to April 2020

Duties:

- Running shifts/Support Gen. Manager
- Resolve customer issues/Address Needs
- Opening and Closing procedures
- Manage inventory and purchases
- Training and Delegating/Managing

### **Sales Associate**

Cricket Wireless Authorized Retailer

February 2017 to February 2018

Duties:

- Assist customers
- Promote and recommend cell phones, wireless plans and accessories
- Opening and closing procedures
- Handling store deposits

### **Cashier/Server/Delivery**

Christian's Pizza

February 2017 to July 2017

Duties:

- Opening and Closing store
- Keeping store clean & dish washing
- Serving customers

### **Delivery Driver**

Domino's Pizza

May 2016 to September 2016

Duties:

- Deliver Dominos orders and products to customers
- Opening and closing
- Handling store deposits
- Answering phones/Taking customer orders.

### **Cashier & Delivery Driver**

Jimmy John's

April 2013 to November 2014

Duties:

- Responsible for ringing up customers orders, taking phone orders, catering and preparing orders
- Opened and closed store
- Delivered orders to customers
- Kept store clean

## Education

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### **General Studies**

John Tyler Community College - Richmond, VA

January 2012 to May 2012

### **General Studies**

New River Community College - Christiansburg, VA

September 2010 to May 2011

### **Diploma**

Douglas S. Freeman High School - Richmond, VA

September 2006 to June 2010

## Skills

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- CUSTOMER SERVICE (5 years)
- POS (5 years)
- POS SYSTEMS (6 years)
- MICROSOFT OFFICE (4 years)
- Cash Handling (4 years)
- Delivery Driver Experience (2 years)
- Inventory Control (1 year)
- Assistant Manager Experience (Less than 1 year)
- Store Management Experience
- Shipping & Receiving
- Warehouse Experience
- Freight Experience
- Forklift
- Pallet Jack
- Order Picking
- Reach Truck
- Sales (1 year)

## Certifications and Licenses

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### **Forklift Certification**

### **Driver's License**

## Assessments

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### **Customer focus & orientation — Completed**

April 2022

Responding to customer situations with sensitivity

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.