
PROFESSIONAL SUMMARY

High performing, hard working, dependable individual who is an asset to any organization. Demonstrated outstanding productivity skills and leadership capabilities. Motivated to exceed expectations and provide superior customer service. Committed to continuous improvement and contributing to team success.

KEY STRENGTHS

| PROFESSIONAL

Ambitious
Attention to Detail
Decision Maker
Dependable
Exceed Expectations
Fulfillment Supervisor
Leadership
Packaging Supervisor
Problem Solver
Reliable
Sales Skills
Superior Customer Service
Teamwork

| TECHNICAL

Microsoft Excel
Google Suite
Quantum Services Applications
(Inventory Audits)
UPS WorldShip
(Shipping Software)

WORK EXPERIENCE

Maintenance Technician

Village at Sunny Acres Assisted Living, Thornton CO | October 2023 - February 2024

- Maintained the grounds, facility, and equipment in a safe and efficient manner in accordance with current applicable federal, state, and local standards, guidelines, and regulations
- Followed established policies and procedures to ensure a successful maintenance program at all times. Followed safety procedures, utilized safety equipment
- Attended and participated in departmental and staff meetings, OSHA and CDC training
- Maintained confidentiality of resident information
- Communicated with residents, maintenance personnel, and other department personnel
- Maintenance Services Provided: Plumbing, Heating/Cooling, Minor Electrical, Drywall/Repair, Minor Carpentry

Maintenance Technician

Wasatch Property Management, Thornton CO | February 2023 - September 2023

- Worked closely with the top property management team, delivered exceptional service to residents. Responded to resident requests within three hours
- Collaborated with team members to assess and respond to maintenance issues, established a solid rapport with residents by being knowledgeable and friendly
- Maintenance Services Provided: Water Heaters, Air Conditioning Units (3 ton) and heat loops, Plumbing, Minor Electrical Work, Pool Maintenance, Landscaping, Grounds Keeping, Painting, Pressure Washing, Unit Cleanout, Light Welding

Dock Worker/Forklift Operator

SAIA LTL Freight, Henderson CO | December 2022 - February 2023

- Loaded and unloaded freight on trailers using a forklift, pallet jack, or manually in compliance with Federal Department of Transportation guidelines
- Read and interpreted shipping labels
- Maintained an adequate production rate while adhering to safety protocols

SKILLS

| WAREHOUSE

Distribution Center
Forklift Experience
Forklift Safety
Hand Tools
Heavy Lifting
Inventory Control
Load & Unload
Manufacturing
Order Picking
Packaging
Quality Control
Reach Truck
RF Scanner
Shipping & Receiving
Warehouse Safety

| BASIC MAINTENANCE

Carpentry
Drywall
Grounds Maintenance
HVAC
Landscaping
Machining
Minor Electrical
Painting
Plumbing
Welding

EDUCATION

| High School Diploma -

Northglenn High School,
Northglenn CO

| Some College

WORK EXPERIENCE

Fulfillment Supervisor/Quality Assurance Associate

GHT LLC Mayflower Farms/Summit Concentrate, Denver CO | March 2022- December 2022

- Choreographed network between sales representatives and warehouse packaging
- Ensured active menu was live, up to date, and accurate. Provided quality customer service
- Promoted from Packing Supervisor to Fulfillment Supervisor

Assistant Manager

Denco LLC, Denver CO | July 2019 - March 2022

- Provided high quality customer service. Coordinated 14 associates to oversee a productive atmosphere
- Ensured product was adequate to match the workflow to maintain trends to accommodate customers and enhance profit. Fast paced environment enabled rapid learning and maintaining patience while not jeopardizing productivity

Retail Associate/Cashier

The Green Solution, Westminster CO | March 2019 - July 2019

- Provided guidance and education to each patient
- Provided customer care with empathy, compassion and professionalism
- Ensured customers received the correct product that best fit their needs

Repair Technician II

American Furniture Warehouse, Thornton CO | December 2018 - March 2019

- Repaired damaged furniture to the point of sale
- Ensured quality products were sent out to customers

Supervisor/Manager

Superior Wash, Denver CO | May 2016 - November 2018

- Supervised a team of fleet washing technicians and assisted in the physical demand as necessary.
- Maintained proper work orders and technician logs to utilize salary to productivity ratios
- Ensured the highest level of environmental protection while meeting all state and governmental requirements

Part Puller

Air Comm Corporation, Westminster CO | August 2015 - May 2016

- Pulled parts for production workers to assemble necessary units for customers
- Assembled kits to be shipped to customers to build units

Shipping and Receiving Clerk

National Ecological Observatory Network Inc, Boulder CO | March 2015 - July 2015

- Received goods to distinguish paths towards inventory or recipient
- Shipped materials to the designated domain

FedEx Package Handler

FedEx Ground, Henderson CO | March 2014 - February 2015

- Loaded delivery trucks and unloaded inbound trucks
- Fast paced physical warehouse