

Dominick Richard Forlenza

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EDUCATION

Colorado State University, Ft. Collins, CO

Bachelor of Liberal Arts in Sociology, Graduated – December 2013

Concentration: **Criminal Justice**

Minor: **Business Administration**

Horizon High School, Brighton, CO

Five Star Diploma, Graduated - May 2009

WORK EXPERIENCE

The Home Depot

Fort Collins/Firestone, CO March 2011 - Present

Sales Associate – Lumber/Hardware

- Provide excellent customer service and salesmanship in various departments including lumber, building materials, and garden.
- Certified to cut lumber using the radial arm saw and panel saw.
- Participate and supervise tasks completed in both an individual and team environment.
- Maintain store order and appearance through asset protection involvement and merchandising techniques.
- Entrusted and licensed to operate heavy machinery such as various forklifts and bailing machines.

Colorado State University Police Department

Fort Collins, CO January 2013 – January 2014

Campus Service Officer

- Assist officers with various tasks when needed.
- Conduct campus wide safe-walks for students.
- Provide in-depth property walks for local student and resident housing.
- Maintain constant contact through two-way radio with police dispatch.
- Conduct crowd control and traffic direction at sporting events.
- Provide overnight security detail for various contractors.

RAMTech at CSU

Fort Collins, CO August 2011 – January 2012

Student Salesman

- Provide customer service to students and faculty.
- Organize and maintain department software licensing.
- Input student and faculty sales data into Excel spreadsheets.
- Assist customers with personal hardware and software installs.
- Develop merchandising procedures to prevent theft and fraud.

RELEVANT SKILLS AND EXPERIENCE

- Specialized training in safety and security techniques and procedures.
- WPM of 90 and KPH of ~10,000.
- Experience becoming licensed with and operating heavy motorized machinery.
- Training in various business aspects such as management and finance through relevant coursework at CSU.
- Proficient with various computer software programs such as SPSS, Word, Excel, Access, and PowerPoint.
- Skilled in customer service through years of experience.