

Garrett R Ahern

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OBJECTIVE

To expand current skills and knowledge interacting in a challenging and diverse environment.

EDUCATION

Penn Foster High School, 2007
Colorado Technical University, 2011-2012

KEY SKILLS

- Independent self-starter
- Team player
- Detail-oriented and highly organized
- Process-thinker and analytic problem solving
- Proficient in Microsoft Office Suite
- Strong communication, customer service and interpersonal skills
- Flexible and adaptable, willing to work as needed including overtime and weekends

PROFESSIONAL EXPERIENCE

UPS Warehouse 5020 Ivy St. Commerce City 2018-Present

Unloader

Responsible for unloading trailers in a fast but safe manner

- Unload fast and safe
- Lifting and sliding packages weighing up to 70 pounds onto convey belts
- Sort packages to correct location according to label and load chart
- Insured packages are moved with quality and the customer satisfaction in mind

Elite Hood Cleaning & Fire Protection Co – Aurora, CO 2016-present

Lead Technician

Responsible for the preventative maintenance, repair, service, balancing, and troubleshooting of commercial kitchen ventilation equipment such as kitchen hoods, exhaust fans and blowers, gas-fired make-up air units, control panels, and electronic air cleaners

- Customer service, project management and task execution
- Coordinate scheduling and transportation of project teams and customer appointments
- Manage inventory and ensure company vehicle is appropriately stocked
- Ensure safe handling of chemicals used to perform job duties
- Knowledge of electrical systems and ability to read wiring diagrams
- Complete daily project reports detailing tasks performed and documentation of issues
- Complete and submit project-related paperwork and customer invoices

Indigo Dive – St Vincent and the Grenadines 2016

Scuba Diving Shop Manager

- Sales and customer service
- Open and close dive shop, manage inventory and order supplies
- Schedule and lead dive excursions, both group and individual
- Prepare boats for dive trips, adhere to safety standard practices
- Maintenance of boat and dive gear
- Adherence to all safety regulations and enforcement of same with divers

Nordstrom Café – Anchorage, AK 2015-2016

Line Cook

- Planned, ordered food, and maximized use of excess food items for ever-changing menu
- Sanitized kitchen surfaces and practiced safe food handling standards
- Prepared and set up stations, collected necessary supplies
- Secured, dated and safely stored all food and prep tools
- Closed kitchen using detailed checklist

Hotel Captain Cook – Anchorage, AK 2013-2016

Crow's Nest - Grande Manger

- Planned and prepared high-end dishes such as pates and charcuterie
- Created and executed detailed visual presentation of menu items
- Diverse and enhanced sense of taste and smell
- Worked closely in a team environment to ensure efficient execution of tasks
- Adhered to all safe food handling standards

Fletchers - Line Cook

- Planned, ordered food, and reduced food waste
- Sanitized kitchen surfaces and practiced safe food handling standards
- Prepared and set up stations, collected necessary supplies
- Secured, dated and safely stored all food and prep tools
- Closed kitchen using detailed checklist

Progressive Medical Solutions – Denver, CO 2010-2011

Telemarketing

Effectively leveraged skills to create new opportunities, resulting in sales

RGIS – Colorado Springs, CO 2009-2010

Inventory Clerk

Performed accurate inventory functions - pulled orders, performed counts, recorded counts using company software, and researched variances

Penske Logistics – Denver, CO 2006

Inventory Clerk / Forklift Operator

- Performed daily random cycle counts, 4-wall cycle counts, and empty stow audits
- Ensured accurate inventory of “Ding and Dent” sales, loaded trailers
- Show attention to detail by accurately pulling inventory for customers in a timely manner

- Pull appliances from trailers, accurately count inventory, and then put them away according to computer program

Hobby Lobby – Parker, CO 2005-2006

Inventory Clerk

Maintained stock room and audited inventory, stocked inventory BOH and FOH as needed, assisted customers with loading of large or heavy items.