

# Gary Reynolds

## Cover letter

Henderson, CO 80640

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Dear potential employer

I would like to explore the possibility of joining the staff of your organization. The enclosed resume will furnish you with information regarding my overall background and qualifications.

I am interested in responsible and challenging position where my abilities, experience, and education can be fully utilized. As you will surely note from my resume, I have experience in my chosen field and it is on this basis that I am confident that I will make a valuable contribution to your organization.

Should you presently have or anticipate a need for an individual with my qualifications, I would greatly appreciate a personal interview at your next convenience to discuss in greater detail how my assets may be utilized for mutual benefits.

Please contact me at the above address or by telephone at: (720)-666-2648

Thank you,

Sincerely,

Gary Dean Reynolds

Authorized to work in the US for any employer

## Work Experience

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### **Production Associate 1**

Goodwill Industries-Thornton, CO

March 2024 to August 2024

Sort, clean, repair, and price donations for resale. Safe housekeeping practices as well as safety. Customer service on the sales floor. In my department was able to increase sales 200% as well as production 500%.

### **Medical Device Repair Technician**

Lincare-Denver, CO

May 2023 to February 2024

Repair and diagnostic test Medical devices and oxygen equipment to OEM and FDA standards following all OSHA, HIPPA, and JACO regulations and procedures.

Follow all safety regulations and procedures with equipment and sanitation of area and tools. Saved \$2,000 in operating costs in the first 60 days by repairing and servicing equipment by streamlining ordering unnecessary parts and tools.

### **EVS Housekeeping**

Adams County Government building-Brighton, CO

March 2023 to May 2023

Custodian and janitor duties, stocking supplies, cleaning and disinfecting assigned areas. Disposal of trash and recycling items. Vacuum, mop, scrub, floor and bathrooms.

### **Facilities Maintenance Technician**

ADCOM911-Commerce City, CO

March 2019 to February 2023

Custodian and minor repairs to the building, Dealing with vendors, stocking supplies, Experience with general and detailed office cleaning and disinfecting common areas. Over a year was able to save the company \$12,000 by purchasing the correct amounts and proper cleaner and equipment for the job.

### **Drain Assembly Technician**

Quick Drain-Denver, CO

June 2016 to March 2019

Assembly Technician.

Assembled wall and linear drains.

Stocked products as well as organized parts area and basic housekeeping. As well as preparing drain kits to be shipped to customers. Streamlined the production line for wall drains to triple the output of product within 90 days of hire. Reorganized warehouse area to double production in first 30 days .

### **Custodian/Janitor**

Adams 12 Five Star Schools-Thornton, CO

January 2015 to May 2016

Performs custodial maintenance duties including dusting, sweeping, mopping floors, vacuuming, cleaning restrooms.

Restocking supplies in restrooms teacher break room as needed

Inventory par counts for cleaning supplies as well as organizing janitor closets and other maintenance locations. Experience with general and detailed office cleaning.

### **DME Technician /Cryo Engineer Support**

Premier Medical Corporation-Denver, CO

August 2008 to January 2015

Maintenance and repair of DME and O2 equipment including liquid oxygen stationary units, concentrators, portable O2, and all other DME. Cleaning and sanitizing all units to SOP and cGMP as well as dealing with OSHA, JCHAO, FDA.

## Education

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### **GED**

Lester R Arnold High School - Commerce City, CO

August 1989 to June 1992

## Skills

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- Custodial Experience
- Equipment Repair
- Handyman
- Facilities Maintenance
- Plumbing
- Quality assurance
- CGMP
- Customer service
- Conflict management

- HIPAA
- Quality assurance
- English
- Communication skills
- Power tools
- Assembly
- Manufacturing
- Porter experience
- Janitorial experience
- Packaging
- Time management
- Cleaning
- Warehouse experience
- Hand tools
- Mechanical knowledge
- Electrical Experience
- Relationship management
- FDA Regulations

## Awards

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### **Employee of the year (ADCOM 911)**

April 2020

### **Customer Service Award**

May 2014

### **Safety Award**

May 2014

### **4 Years of Service**

May 2014

### **Exemplary Service**

October 2019

### **8 Years of Service**

January 2000

### **Safety Award**

July 2015

## Certifications and Licenses

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### **Back injury and lifting (Full Course)**

February 2015 to Present

**HIV/AIDS Awareness (Full Course)**

February 2015 to Present

**Discrimination Awareness in the Workplace (Full Course)**

February 2015 to Present

**Asbestos Awareness (Full Course)**

February 2015 to Present

**Conflict Management: Staff to Staff (Full Course)**

February 2015 to Present

**Hand and Power Tool Safety Overview (Full Course)**

February 2015 to Present

**Sexual Harassment: Staff to Staff (Full Course)**

February 2015 to Present

**Ladder Safety ( Full Course)**

February 2015 to Present

**Bloodborne Pathogens Exposure Prevention (Custodian)**

February 2015 to Present

**Lockout/Tagout: Energy Release (Full Course)**

February 2015 to Present

**Material Safety Data Sheets (Full Course)**

March 2015 to Present

**Diversity Awareness: Staff to Staff (Full Course)**

March 2015 to Present

**Slips, Trips, and Falls (Custodians, Maintenance and Facilities)**

March 2015 to Present

**Fall Protection (Full Course)**

March 2015 to Present

**General Ethics in the Workplace (Full Course)**

March 2015 to Present

**Medical Gases Training (SOP Manual for QCU)**

August 2013 to Present

**Medical Gases Training (Basic cGMP)**

August 2013 to Present

**Medical Gases Training (QC Unit Requirements for Medical Gases)**

August 2013 to Present

**Eclipse Concentrator Service**

May 2011 to Present

### **LOX Service**

May 2011 to Present

### **Level 1 CJIS Security Test**

September 2019 to September 2021

### **Driver's License**

February 2020 to February 2025

Clean MVR

## Assessments

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### **Basic maintenance and repair — Proficient**

July 2024

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities

Full results: [Proficient](#)

### **Manufacturing skills — Proficient**

July 2024

Monitoring systems, reading schematics, and using tools that are commonly found in a manufacturing setting

Full results: [Proficient](#)

### **Cleaning skills — Proficient**

April 2024

Knowledge of cleaning techniques and processes

Full results: [Proficient](#)

### **Cleaner fit — Proficient**

January 2023

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

January 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Retail customer service — Proficient**

February 2023

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Time management skills — Proficient**

April 2024

Managing one's own time to complete tasks quickly and efficiently  
Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

February 2024

Using basic scheduling and organizational skills in an office setting  
Full results: [Proficient](#)

### **Work motivation — Proficient**

April 2023

Level of motivation and discipline applied toward work  
Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

February 2024

Tendency to be reliable, dependable, and accountable at work  
Full results: [Proficient](#)

### **Manufacturing skills — Proficient**

July 2024

Monitoring systems, reading schematics, and using tools that are commonly found in a manufacturing setting  
Full results: [Proficient](#)

### **Manufacturing skills — Proficient**

February 2024

Monitoring systems, reading schematics, and using tools that are commonly found in a manufacturing setting  
Full results: [Proficient](#)

### **Mechanical knowledge — Proficient**

July 2024

Understanding and applying mechanical concepts and processes  
Full results: [Proficient](#)

### **Basic maintenance and repair — Proficient**

February 2023

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities  
Full results: [Proficient](#)

### **Attention to detail — Proficient**

July 2024

Identifying differences in materials, following instructions, and detecting details among distracting information  
Full results: [Proficient](#)

### **Mechanical knowledge — Proficient**

February 2024

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

### **Security guard skills — Proficient**

January 2024

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

### **Warehouse safety — Proficient**

February 2024

Using safe practices in a warehouse setting

Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

February 2023

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

### **Manufacturing fit — Proficient**

February 2024

Measures the traits that are important for success in manufacturing roles

Full results: [Proficient](#)

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