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## PROFESSIONAL EXPERIENCE

**Lamons Manufacturing** **2022-2023**  
14998 West 6th Ave. Golden, CO 80401 (720) 479-8448

Manufacturer of pipeline components and accessories

### Quality Specialist

- Quality check random samples of each order to ensure accuracy to customer specifications.
- Edits and creates Bills of Material in ERP system based on customer and sales demands.
- Creates and edits work instructions and processes
- Audits processes and documentation to ensure ISO compliance.

**DoorDash** **2022**  
N/A

Gig-based food delivery service

### Dasher

- Deliver customer orders from stores/restaurants to customer homes or businesses.

**Kum & Go** **2021-2022**  
3432 Clear Creek Dr., Wheat Ridge, CO 80401 (720) 619-9265

Gas station and convenience store

### Store Associate

- Cashier/customer service duties, enforcement of age-restricted products

**Garlock Pipeline Technologies** **2015-2020**  
4990 Iris St., Wheat Ridge, CO 80033 (303) 988-1242

Manufacturer of pipeline components and accessories

## **Production Coordinator, 2016-2020**

### **Manufacturing/Assembly**

- Reviews production data, forecasts workload, and shares production goals, performance, and demands daily with crew using Excel, Google, and Oracle software
- Assists crew members with scheduling and executing personal/professional development and enrichment programs
- Evaluates requests for time off based on company needs prior to management approval
- Shares relevant safety information with department daily
- Ensures safety rules are being followed and encourages continuous improvement
- Conducts necessary trainings as they arise and ensures crew is up-to-date with procedures and policies
- Coordinates and shares information between production floor and purchasing and customer service departments to ensure all materials needed are present to fulfill customer orders
- Assists in updating and maintaining part number database for printing packaging labels
- Visually inspects incoming route sheets for errors and verifies Bill of Materials; passes erroneous route sheets back to Operations for correction
- Assists inventory clerk in appropriately moving materials as the plant transitions ERP systems
- Acts as backup for Production Expediter when needed

## **Production Expediter, 2015-2016**

### **Manufacturing/Assembly**

- Facilitates and distributes work through department in communication from prior departments to ensure optimal and timely completion of orders
- Delivers finished products to Quality Control for pre-shipping inspection
- Monitors progress of materials through manufacture process; tracks daily progress within kitting department, and collaborates with leadership on personnel allocations based on workload
- Coordinates and assists team lead in information sharing, resource allocations, and process improvements within kitting department and in relation to overall shop workflow
- Stocked, folded, and distributed packaging materials amongst kitting department
- Assembled kits to accompany parts, inspected same for quality
- Various material handling duties
- Assisted customer service and supply chain teams by creating part numbers and pricing products

### **Accomplishments**

- Serving currently on safety committee in charge of emergency drills and audits

- Serving currently on “Voice committee”, dedicated to employee advocacy and general workplace improvements
- Continually expanding knowledge through training, with certificates in two levels of Tooling U, forklift operation, and over forty EnForm SkillPort classes completed, focusing on lean manufacturing, leadership and interpersonal relations
- Led team of instructors for EnPro Safety First training; coordinating needs for, scheduling, and conducting four-part safety class for facility
- Led team in redesign of kitting department; resulting in over 10% less wasted steps in work distribution process, increased visibility of product, and better utilization of space.
- Served on project team focused on material handling with emphasis on codifying processes and improving work methods.
- Participated as a presenter during EnPro Safety Summit, in which we share the progress we’ve made in building a safety-centric culture with other companies
- Facilitated “Building Our Workplace” training modules in conjunction with EMLS coordinator

**Aerotek Staffing**

**2014-2015**

Temporary labor solutions

**Temporary Labor/Assembler**, 11080 Circle Point Road 106, Westminster, CO 80020  
(303) 876-6900

**Manufacturing/Assembly**

- Stocked, prepped, and assembled parts for recreational vehicles, later for pipelines
- Various material handling duties

**K-Mart**

**2013-2014**

National retail chain

**Checkout Associate**, 1400 E. 104<sup>th</sup> Ave, Thornton, CO (303) 252-8188

**Customer Service**

- Performed basic cashier duties, while maintaining/updating customer information as part of Rewards program
- Assisted customers with applying for credit card/financial services

**Smoker Friendly****2011-2012**

Retail outlet for tobacco products and accessories, dedicated to providing comfortable atmosphere for customers to purchase and use tobacco.

**Assistant Manager**, 7540 Sheridan Blvd. , Westminster, CO (303) 650-5008

**Cashier (Floater)**, various stores

**Customer Service**

- Developed high-spending regular customers through creative advertising displays and promotions.
- Provided top-notch customer service with superior knowledge of products.

**Management**

- Supervised and trained employees on cash register, and enforced state laws regarding age-specific purchases.
- Performed daily cash reconciliations, invoice processing, and ordering merchandise.

**Accomplishments**

- Received several bonuses from corporate office for stringently adhering to company requirements for ID from customers, in conjunction with BARS program (in-company sting operation/compliance enforcement), as well as successfully passing sting operations from local and state police agencies.

**Picture Brite****2011**

3360 S. Platte River Drive, Englewood, CO (303) 458-5400

Distributor of wholesale novelties

**Warehouse Crew**

- Located, packed and shipped customer orders

**Colorado Broadband****2008-2009**

7660 E. Jewell, Denver, CO (303) 745-4470

Company provides installation and repair of satellite television service for numerous apartment complexes in Denver Metro area.

**Field Service Technician**

- Delivered and installed satellite television equipment for customers.

- Troubleshooting and maintenance of existing equipment in customer's homes.
- Teaching necessary skills to new employees via on-the-job training.

### **Accomplishments**

- Received numerous compliments from customers for successfully resolving chronic service issues.
- Diffused volatile situations with unsatisfied customers, resulting in continued service over cancellation.

### **Smoker Friendly**

**2006-2008**

Retail outlet for tobacco products and accessories, dedicated to providing comfortable atmosphere for customers to purchase and use tobacco.

**Assistant Manager**, 7540 Sheridan Blvd. , Westminster, CO (303) 650-5008  
**Cashier**, 7314 N. Federal, Westminster, CO (303) 426-5669

### **Customer Service**

- Provided top-notch customer service for tobacco consumers.

### **Management**

- Supervised and trained employees on cash register, and enforced state laws regarding age-specific purchases.

### **Accomplishments**

- Received several bonuses from corporate office for stringently adhering to company requirements for ID from customers, in conjunction with BARS program (in-company sting operation/compliance enforcement), as well as successfully passing sting operations from local and state police agencies.
- Consistently increased cigar, smokeless tobacco, and lottery sales through proactive customer service.

### **Subway**

**2006**

7312 Federal Blvd. , Westminster , CO (303) 650-6107  
 National fast-food sandwich shop

### **Sandwich Maker**

- Prepared sandwiches while providing excellent customer service.
- Cleaned and maintained store and equipment.

**K&G Conoco**

**2006**

6401 Wadsworth Bypass, Arvada, CO (303) 432-9946  
Gas station/Convenience Store

**Cashier**

- Performed basic cashier/customer service.

**Subway**

**2005-2006**

6768 W. Coal Mine Ave. Littleton , CO (303) 933-9134  
National fast-food sandwich shop

**Sandwich Maker**

- Prepared sandwiches while providing excellent customer service.
- Cleaned and maintained store and equipment.

**Sykes**

**2005**

777 N. 4<sup>th</sup> St. Sterling , CO (970) 522-6638  
Inbound customer service call center

**Customer Service Representative**

- Provided first-level customer service and technical support for DSL provider.

**IHOP**

**2004**

2701 W. 29<sup>th</sup> St. Greeley , CO (970) 339-3334  
Family restaurant franchise

**Head Dish Machine Operator**

- Washed dishes and equipment for kitchen and front-of-house.

- Directly supervised two other DMOs and busboys.

**StarTek**

**2003-2004**

1250 H St. Greeley , CO (970) 392-7551  
Inbound customer service call center

**Customer Service Representative**

- Provided first-level customer service and technical support for cell phone provider.

**Domino's Pizza**

**2002-2003**

1010 W. Main St. Sterling , CO (970) 522-3030  
National pizza delivery franchise

**Inside Crew Member**

- Took orders via phone and in-person, prepared food.

**RELEVANT VOLUNTEER EXPERIENCE**

**Precinct Caucus Secretary**

**2016**

Adams County Democratic Party, Thornton, CO

- Distribute, organize, collect and report voter information from caucus attendees to party officials; facilitate and record all preference polls, resolution/platform discussions, and delegate/alternate delegate election at precinct Caucus

**EDUCATION**

**General Equivalency Diploma**

**2003**

Front Range Community College, Westminster, CO

**General Studies/Journalism**

**1997-2001**

Sterling High School, Sterling, CO