

Kevin Gercken

35 South Logan St. #404

Denver, CO 80209

303-819-0538

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Skills:

- Exceptional customer service skills and problem solving skills
- Strong experience with shipping and receiving (UPS) and inventory control
- Excellent organizational and interpersonal skills
- Honest, reliable, and ready to learn
- Forklift driving experience
- Basic computer skills

Experience: **Boardwalk Pizza**, Northglenn, CO

Delivery Driver/ Customer Service Representative/ Assistant Day Manager, 11/03 - 5/13

- Provided exceptional customer service over the phone and to walk-in customers, including handling all customer complaints
- Oversaw all store operations in owner's absence and helped answer questions from other employees
- Maintained inventory and worked with suppliers to ensure the needs of the store were met
- Assisted with cooking and handled deliveries in the Denver Metro Area

Lake Valley Seed, Boulder, CO

Inventory Control Specialist, 11/97-10/03

- Efficiently and accurately scanned and processed all orders
- Accurately completed customer orders and worked in shipping and receiving for the company
- Safely drove a forklift, unloaded trucks, loaded seed in bulk, and packaged seed
- Set up a display and sold seeds at the Farmer's Market in Boulder

4-Health, Boulder, CO and Broomfield, CO

Shipping and Production Clerk, 1/96-10/97

- Independently handled warehouse shipping, receiving, and returns
- Assembled cardboard displays

Neodata Services, Inc., Boulder, CO

Business Support Clerk, 88-95

- Assisted business professionals in staying organized by sorting mail, invoices, order forms, and checks for magazine subscriptions
- Operated the Polar 55 Cutting Machine for postcards, invoices, and order forms for customers

Education: **Longmont High School**

High School Diploma