

Gideon Akoto

U.S MILITARY PERSONNELL WITH GREAT CUSTOMER SERVICE EXPERIENCE

Denver, CO 80247

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As a current military personnel, I believe in treating people the way you want to be treated , that's why I pursued a career in the a job where I meet all kinds of people, I'm a loving, compassionate, Hardworking, highly organized, Trustworthy, very friendly and independent individual. I'm very dedicated to my job and always make sure I do my job right, Excellent work ethic and strength in boosting company

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Warehouse Supervisor

Interstate Distributor Co. - Denver, CO -

June 2014 to Present

Receiving and shipping – facilitates the receiving and shipping processes in the warehouse. is in charge of completing orders, from preparation to shipment.

Loads and unloads delivery vehicles

Receives, inspects, and checks the accuracy of all delivered products

Maintains accurate inventory of stocks

Encodes data of inventories/stocks into the central mainframe

Verifies orders

Assists in the processing of orders

Packs slips and bills of lading

Prepares and seals products for delivery

Routes all inbound or outbound goods and products

Efficiently directs products or goods to their rightful destinations

Documents inventories and products for shipment or delivery

Delivers products promptly

Communicates with suppliers, retailers, and customers as required of his duties and responsibilities

Works with the superiors to troubleshoot problems or address issues that can get in the way of efficient supply chain management

Property Management Assistant

Coachlight Communities LLC - Aurora, CO -

February 2014 to July 2016

performs duties associated with leasing apartments to new tenants. meet with prospective tenants and show them properties available for lease. explains the lease terms, answers questions, and provides information about the features of the apartment community and the general area. directs the new tenant to sign the agreement, makes copies for filing and for the tenant to keep, and provides the new tenant with keys.

Assistant managers oversee maintenance and security for apartment properties. inspect grounds, facilities and equipment on a regular basis and direct workers to perform maintenance, such as removing debris from lawn areas and parking lots and cleaning any common areas, such as laundry rooms, pools, fitness rooms and picnic shelters. schedules repairs when tenants report problems with appliances and other equipment. deal with reports of crime and ensure proper functioning for smoke alarms, sprinkler systems and extinguishers.

enforces the rules that tenants must follow. This job entails identifying problems proactively and handling complaints from tenants. Common enforcement measures include addressing noise complaints and parking issues and resolving disturbances between tenants, and making sure that tenants keep their properties maintained according to the terms of the lease agreement. contact tenants about noncompliance and provide verbal and written requests for compliance.

As an Assistant manager, I work with office staff to ensure that monthly rent is collected on time and to report all revenue from rent collection and all outstanding debts. When tenants fail to pay rent, I begin collection activities, which generally begins with a written notification that rent is past due. make purchases and business agreements for equipment, services and supplies for the apartment community. Typically, this includes garbage collection. also help the manager prepare, monitor and adjust budgets, write financial reports for apartment managers and identify ways to lower expenditures and maximize revenues.

Home Health Care Worker

Denver, CO -

January 2013 to December 2014

light housekeeping, assistance with activities of daily living (ADLs), medication reminders and more.

Medication reminders

Assistance with daily routines such as getting out of bed and getting in and out of the car.

Performing light housekeeping duties

Preparing and cooking meals

Transportation assistance to the grocery store, doctor's appointments, and errands.

Help with planning, scheduling and keeping appointments.

Encouraging and planning social activities. This can include local sightseeing trips, movies, shopping, visits to family and friends, and anything that keeps the client busy and enjoying life.

Exercising to keep a healthy body, mind and spirit. This can include walks in the neighborhood, swimming at the local pool, and anything that keeps them active.

Entertaining with hobbies, games, etc.

Interacting with family members to keep them abreast of their loved one's condition.

Dietary Aide

Manor Care - Denver, CO -

December 2011 to May 2012

- Greeted numerous visitors.
- Took orders and served orders to senior residents
- Answered customer questions and resolved all customer issues

Assisted senior residents to/from rooms

Help prepare and serve senior residents breakfast/lunch/dinner

Help clean up after senior residents

ability to work long hours, Medium work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, ability to multi task. Possess the ability to bend, stretch, twist or reach with your body and arms, work under variable temperatures and noise levels. Near Vision - The ability to see details at close range. Ability to stand for long periods of time without sitting or leaning. Must possess good communication skills; fluency in English

Supervisor II

WALMART - Denver, CO -

January 2009 to December 2011

Responsibilities

- Stocked and arranged products and made sure customer knew where to find things needed.
- Answered customer questions and made sure all customer issues were reviewed.
- Helped and directed other associates by supervising them.

Accomplishments

PROMOTED TO SUPERVISOR IN A COUPLE OR MONTHS

Skills Used

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EDUCATION

Bachelor's in Health Science

Accra University Legon - Accra

August 2013 to November 2017

N/A in AVIATION

Redstone College - Broomfield, CO

2009 to 2011

DIPLOMA in BIOLOGY/MATH

AURORA CENTRAL HIGH SCHOOL - Aurora, CO

2007 to 2009

SKILLS

• Accurate and detailed • Works well under pressure • Pleasant demeanor • Social media knowledge • Multi-line phone proficiency • Critical thinker • Project planning • • Professional phone etiquette • Excellent communication skills • Articulate and well-spoken • Customer service-oriented • Army supply specialist. • Computer literate • 40+ WPM

MILITARY SERVICE

Service Country: United States

Branch: UNITED STATES ARMY

Rank: SPC

2011 to Present

Supply Specialist

Commendations:

Medal Operation Enduring Freedom