

2441 S Xanadu Way #A
Aurora, CO 80014
720-532-4474

Gregory Hargrove

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Standard	
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Objective Statement

My objective is to: Have the opportunity to work for this company, utilize my skills, obtain new ones, and use them for the better of the company.

Education and Training

School: Arapahoe Douglass works, Aurora, Co School: Everest college, Aurora, Co

Study: G.E.D.

Study: Dental Assistant

Graduation year: 2003

Graduation year: march,20011

Employment Experience

Material Handler-LEAD/Evaporator Assembler, (Ice-o-Matic), 11100 E 45th ave.

Denver, Co 06-2012/-07-2017

Duties Included: (**Evap assembler**)- making trays for the evaporator, Bonding together using acid, sending through oven to complete the process, then rinsing off acid, and drying. (**Material handler- LEAD**)- Receive products from the supplier, make a count of product, sign off for the driver and our company records. Enter the product into the system, by receiving the product using packing slip that has purchase order numbers and product tracking number. Print out a receiver showing that I received the right quantity, match that to the packing slip. At the end of the day print out a report, match all 3: packing slip, receiver, and report and turn in to accounting. Conduct weekly meetings, manage inventory, and keep all of my crew members accountable for the work performed. Also included Unloading trucks, transporting product to proper location using Fork lift, or getting the product to proper assembly line using the forklift. Also pick orders for outside companies that use our product, by finding location in factory, finding part in that location, scan the part to pick it, print out a sticker for the part. Once complete with the order, put parts, product, and the actual order (on paper) on the line. Pack the product, print out shipping label, and ship the order either UPS or FED-X.

Shipping and Receiving Clerk, (Employment Firm), Colorado Blvd. Denver,

Co, 02-/2009-01/2010

Duties included: The shipping and receiving of product, while using sit down, stand up, and cherry picker Forklift. Breaking down and building of pallets to be received in the company warehouse, or shipped to another location.

Production line worker/Shipping and receiving-LEAD, (SMX Corp.), 170 and Tower

Aurora, Co, 09/2008-02/2009

Duties Included: Receive Product using forklift, break down pallets on conveyor belt, then place product on proper store location pallet. Build pallet, wrap the pallet, load the pallet in proper store location, and ship the product. (Wile in the lead position, manage the shipping and receiving crew, order product, put together schedules, Conduct weekly meetings, wile maintaining a professional and productive attitude.)

Caregiver, (Dorothy Soft Touch), 790. Uvalda Aurora, Co, 9/2007-01/2009

Duties included: Provide care for seniors, keep records of medical history up to date, distribute medication and document it, Manage laundry, and keep facility clean and in a presentable manner. (Certifications): CPR, and First aid certified, Through (Challenger CPR Education). Med Certified.

Shipping and Receiving/ Forklift operator, (Whole Foods), Aurora, Co Co, 03/2007-09/2007

Duties included: Some Order Pulling, according to pick labels. Shipping and Receiving of Company product. Unload truck; Break down product on a pallet, and put away the product in warehouse using a Stand up Forklift.

Order Selector/ Forklift Operator, (Interstate Warehousing), Denver, Co, 09/2006-02/2007

Duties included: Pulling orders from slot, placing product on pallet in a neat and organized fashion, Rapping product, and driving product to staged location, using Pallet Jack. Using Stand Up, and Sit down Forklift to let down product from an upper location in the Warehouse to a lower location in the warehouse.

Janitor/Laborer, (Dorothy Soft Touch), Aurora, Co, 02/2006-06/2006

Duties included: Receiving and restocking new equipment. Light maintenance such as repairing small appliances. Cleaning bathrooms, kitchen, and patient rooms. Snow removal and lawn care.

Fire Stop Worker, (Mato), Denver, CO, 07/2005-02/06

Duties included: Drive to job site, load and unload trucks. Carry supplies and equipment weighting up to 70 lb to working floor. Application, penetration, and spraying of fire safing (insulation) to designated areas. Operations of scissor lift, pallet jack and nail gun. Work required use of safety wears.

Shipping and Receiving Clerk, (Labor Ready/ Ryder Warehouse), Aurora, Co, 01/05-06/05

Duties included: Shipping and Receiving computers. Unloading truck containing fragile material, inventory, putting up stock. Preparing and pulling orders for individual stores and loading them in trucks for shipping. Work required use of safety measures due to lifting, bending, and carrying items in a busy work environment and also because of the expensive and fragile materials being handled

Outbound Call center tech., (PSA), Aurora, Co, 08/04-08/05

Duties Included: Conduct a public opinion survey about different gas companies, by calling citizens encouraging them to participate in the survey, enter the data into the computer in an honorable time. Report the survey into the computer, and meet the minimum number of surveys per hour.

Technical Skill

I have been Forklift certified through many companies. Forklift includes, stand up, sit down, cherry picker. I am also CPR, and med Certified. I am computer literate with most programs

References

Chris Rosado- (720)451-1052, Silverene McClain (720)416-2083

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