

Howard D Allen

720-280-9223

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PROFESSIONAL SUMMARY

- Dedicated Commitment to Customer service, highly motivated with the ability to build productive relationships, resolve complex issues and win customer loyalty.
- Maintained and generated new accounts for commercial and industrial industries companies.
- Warehouse maintenance, pulling and staging orders and set up will calls and shipping
- Extraordinary problem solving skills

WORK EXPERIENCE

May 2017 – August 2022 **Grainger Industrial Sales** Denver, CO

Sale Associate

- Provided outstanding customer services to clients and outside sales man
- Uncovered customer needs
- Recommended appropriate products
- Utilized selling techniques to increase revenue
- Processed customer purchases and returns.
- Mitigated customer complaints

June 2015 – September 2017 **Anthem Blue cross – Blue Shield** Denver, CO

Enrollment Care Specialist

- Provided outstanding phone Service for elderly and disabled for the state of Colorado
- Processed and Advise clients about their health plans and educate them about coverage available.
- Mitigated customer complaints and concerns.
- Complied with very precise regulations, involved in the process of information and verification of state forms.

March 2008 – May 2015 **Safety and Construction Supply** Denver, CO

Inside Sale Associate

- Handle daily warehouse duties, checking in correct product in for customers. Locating product to assist clients.
- Sold safety equipment, Road machinery, fire extinguishers, first aid kits and all safety need
- A broad knowledge of industrial equipment, maintenance supplies, tools and parts.

VOLUNTEER EXPERIENCE

June 2019 – Current **Boys and Girls Club** Aurora, CO

- Help problem young adults with issues at home.
- Lead educational activities
- Assisted with tutoring and field trips

EDUCATION

Associate Degree **Eastfield Junior College** Dallas, Texas