

PROFESSIONAL SUMMARY

Strong, hard-working young person recently relocated to Houston, TX and looking for stable work to learn and grow professionally.

HIGHLIGHTS

- Customer Service
- Cash Handling
- Typing
- Package Handling
- Analyzing data
- Organizational abilities

EXPERIENCE

Warehouse Associate **Charles D Jones** - Denver, CO 06/2021 – 09/2021

- Checked in and stored merchandise
- Operated forklifts

Tax Preparer Assistant **H&R Block** - Thornton, CO 03/2021 – 05/2021

- Completed online tax return forms
- Entered data and filed paperwork for tax preparers
- Set appointments for customers

Package Handler **FedEx** - Westminster, CO 11/2020 – 01/2021

- Removed packages from trucks onto load belt or incompatible line

Crew Member **Spirit Halloween** – Westminster, CO 10/2020 – 11/2020

- Stocked shelves and cleaned areas
- Provided general customer service

Crew Member **Papa Murphy's** – Thornton, CO 08/2020 – 10/2020

- Assisted customers at the cash register and/or over the phone
- Prepared pizzas on the pizza making line
- Opened store, which consisted of light organization and prepping of ingredients

Guest Service Professional **Smashburger** – Westminster, CO 01/2020 – 03/2020

- Washed dishes
- Handled register and provided general customer service

Crew Member **McDonald's** – Westminster, CO 03/2019 – 06/2019

- Worked as cashier in both the front area and drive thru
- Put together orders and handed out orders

Hard Lines Team Member **Target** – Westminster, CO 11/2018 – 12/2018

- Assisted customers with questions and locating items
- Restocked shelves
- Worked as cashier when necessary

Yard Assistant **Hillen Corporation** – Commerce City, CO 06/2018 – 08/2018

- Sorted debris from demolition sites

- Stacked and wrapped ballets of bricks in preparation for sale
- Washed heavy equipment, such as forklifts, bobcats, and excavators

EDUCATION

GED Equivalent