

## Summary of Qualifications / Skills

Motivated, Self Directed, Well Organized, Customer Service Oriented, Leader

Mail Sorting Machine Operations MS Office Suite (Word, Excel, PowerPoint), Internet Explorer, Cash Handling, Security, Cooking, Customer Service, Maintenance, Warehousing, Sales, Call Center, Audit, Driving/Transportation

## Work Experience

USPS GMF Denver CO  
present  
Clerk

October 2014 -

Job duties are operating DBCS, Dioss, HTPS, SFSS, AFCS, and FSS mail sorting machines. Perform daily routes and prepare mail or packages to be sent to and delivered by Postal Stations. Position requires attention to detail, heavy lifting, computer skills, and ability to meet deadlines.

Standard Parking/Pacific Parking Denver, CO  
2012- October 2014  
LPI

August

Job was to do license plate inventory of parking lots owned by the City of Denver at Denver International Airport. Drive company vehicle and assist customers with jumpstarts and lost vehicles.

Rocky Mountain Landscaping  
Lawn Specialist

February 2010— January 2011

Job was door to door Sales, Aeration for lawns, outside work (seasonal), and some heavy lifting.

UPS, Commerce City, CO  
2009

December 2008 – December

Customer Service Rep  
Ship, Track & Pack packages for Customers

Radio Shack, Denver, CO  
2008

April 2007 – September

Salesman

Assist customers with Electronic needs including wireless services such as explaining features on various different model phones. Cashier duties.

## Education

Community College of Denver, Denver, CO 2007

Metro State, Denver, CO (Seeking Bachelor's Degree in Business) 2011 - 2014

## CAREER OBJECTIVE

Become established in an organization that will offer me the opportunity to utilize my diverse experience, communication skills and enthusiastic work ethic. I'm known for my integrity, character, dependability, flexibility and capability to work in various capacities.

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