



# JAIME TORRES

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## Summary

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Skilled technician brings strong background in distribution and supply management. Identifies and resolves problems in advance to promote smooth operations. Quick learner with advanced skills in database and word processing software.

## Skills

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- Materials Handling
- Document Preparation
- Postage Calculation
- Training and Development

## Experience

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UMZU | Boulder, CO  
**Shipping Clerk**  
*03/2021 - 01/2022*

- Compared shipment contents with paperwork to support inventory accuracy and records management.
- Implemented cost-effective methods, carriers and routes to optimize shipping and receiving strategies.
- Rejected deliveries containing damaged items or shortages and corresponded with shipper to rectify issues.
- Organized storage areas to maximize movement and minimize labor.
- Obtained required documentation to process shipments and support movement.
- Directed warehouse team in stocking merchandise, pulling orders and setting up loads.
- Input weights, charges, discrepancies and other data in Shiphero.
- Operated forklifts, hand trucks, or other equipment to load, unload, transport and store goods.
- Coached new staff preparing outgoing and receiving incoming shipments.

Brookdale Meridian | Boulder, CO  
**Public Area Attendant and Emergency First Response**  
*09/2018 - 12/2020*

- Logged cleaning and maintenance work accomplished, maintained cleaning supplies and reported public area repair needs to facilities team.
- Interacted warmly, courteously and professionally with guests, patrons and associates and cultivated joyful, inviting atmosphere while performing menial but important tasks with vigor.
- Monitored indoor and outdoor areas proactively for anything out of place or needing attention, kept alert for guests in need of help and practiced exemplary hospitality.
- Addressed guest emergencies immediately and proficiently by administering basic first aid or by contacting internal and external resources according to established protocols.
- Adhered tirelessly to public and company health and sanitation standards to keep guests and colleagues safe from disease transmission and injuries.
- Completed in-depth restroom cleanings to sanitize partitions, decorations, sinks, counters and mirrors.
- Handled, mixed and stored chemical cleaners in compliance with safety

requirements and standard operating procedures.

- Addressed minor maintenance issues, reporting more serious conditions to supervisors for attention from maintenance technicians.
- Performed deep cleaning duties such as floor buffing, carpet cleaning, duct cleaning and wall washing on weekly basis.
- Followed company uniform, performance and security policies with every job.
- Completed routine maintenance checks, notifying management of needed repairs.
- Dusted interior furniture, exhibit cases, pictures and frames, chairs, trim and light fixtures, using long handles and ladders to clear cobwebs from high places.

Torres Plumbing And Heating LLC | Denver, CO

**Plumbing Helper and Office Admin**

*09/2014 - 06/2018*

- Assisted Owner by inspecting pipes and piping systems to assess quality and condition.
- Performed pipe fabrication, installation and fitting according to proper specifications.
- Operated equipment and remained focused on safety at all times.
- Installed and inspected new and existing plumbing lines up to 6 inches in diameter.
- Prepared cost estimates for clients and answered queries.
- Coordinated schedules with various construction departments in plumbing works for new and existing buildings.
- Identified and located required tools prior to starting each project.
- Collaborated with others to discuss new project opportunities.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Handled delegated tasks.

## Education and Training

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Front Range Community College | Westminster, CO

**GED**

*05/2001*

Metropolitan University of Denver | Denver, CO

**Some College (No Degree)**