

# Jeffrey Foster

## Data Entry and Labeling packages - Regal Air Inc

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I want to use my skills and knowledge in a consistent environment that will help me establish myself while challenging me to be a better collaborative worker

### WORK EXPERIENCE

#### Data Entry and Labeling packages

Regal Air Inc - 2017 - Present

2017:

- Fork Lifting (mostly crates)
- Genie Lift operation
- Mustang Operation
- Organizing numbered and lettered crates into warehouses
- Data Entry and Labeling packages

#### Temporary Employee

Work Force Staffing Agency - 2014 - 2015

- Facilitating Light Industrial task(Cleaning, Drywall, Insulation) to make sure that construction sites were clean and tools were organized for next shift
- Construction; Installing Drywall and Insulation
- Demolition: Breaking down walls, pipes, and cutting out wires to recycle all old material while working on an entry level status
- Carrying Heavy equipment 60+ lbs consisting of multiple raw materials such as concrete, railings, pipe, etc.

#### Lot Attendant

Colorado Rail Solutions - Denver, CO - 2013 - 2015

Responsible for:

- Vehicle Loading & Unloading were vehicles will be distributed amongst different car lots
- Systems Operation: Operated mechanical ramps that would guide the cars out of the train carts
- Vehicle Inspection; Inspected for damaged cars before they are taken off the cart
- Railcar Pre-Trip- securing cars going out of the station: Placing Mechanical brakes on tires to avoid vehicle damage

### EDUCATION

#### Liberal Arts in Communication Studies w

Colorado State University - Fort Collins, CO

### SKILLS

Data Entry

## ADDITIONAL INFORMATION

### SKILLS

- Organization
- Physical Labor
- Communication
- Data Entry
- Good Eye to detail