

# Jerry Lira

Fort Collins, CO 80521

[jerrylira5\\_fdq@indeedemail.com](mailto:jerrylira5_fdq@indeedemail.com)

+1 970 980 8536

To contribute towards the achievement of organizational objective by applying my professional skills.

- Remarkable ability to meet deadlines.
- Great ability to resolve timecard and billing inquiries to ensure accurate, timely paychecks/invoices.
- Ability to work effectively under stress.
- Proven ability to work with confidential information.
- Outstanding ability to adjust the workflow as needed to maintain maximum efficiency of time, personnel, and materials.
- Immense ability to provide excellent customer service.
- Very successful working independently and working as a team member.
- Excellent ability to make administrative/procedural decisions and judgments.
- Strong problem solving, leadership and communication skills.
- Exceptional record maintenance skills.
- Excellent coordinating skills.
- Great knowledge of computers both hardware and software.

Authorized to work in the US for any employer

## Work Experience

---

### **Warehouse Manager/Purchasing Coordinator**

Schmidt Custom Floors - Loveland, CO

October 2021 to Present

- Purchase materials required for projects daily.
- Identify material quantity amounts by studying blueprints, specifications, and related documents.
- Receive material into the warehouse and assign bin locations for quick and easy retrieval.
- Pull and stage products for deliveries and installer pickup.
- Responsible for inventory control, including conducting cycle counts every week.
- Ensure warehouses are clean and safe.
- Finish carpet at LVT and wood floor transitions as needed on job sites.

### **Warehouse Associate**

Tile Kyle and Company - Severance, CO

April 2021 to September 2021

- Receive material into the warehouse and assign locations.
- Pick up product from distributor and deliver to jobsites as needed.
- Responsible for monthly inventory control including identifying missing or damaged materials.

### **Warehouse Manager**

ProSource/Commercial Flooring - Loveland, CO

February 2020 to December 2020

- Aid customers by ensuring they have the proper materials and tools to complete the job.

- Ensured the warehouse operates at peak efficiency.
- Developed operations systems by determining product handling and storage requirements, equipment utilization, inventory management, and shipping.

### **Customer Service Representative (Contract Position)**

Adecco Staffing - Fort Collins, CO

November 2019 to February 2020

- Ensure only authorized guests and members enter facility.
- Maintain a positive, empathetic, and professional attitude toward customers.
- Acknowledge and resolve customer inquiries.
- Process orders, forms, applications, and requests.

### **Lead Project Estimator**

Carpet One Commercial Flooring - Cheyenne, WY

January 2019 to October 2019

- Identify labor, material, and time requirements by studying blueprints, specifications, and related documents.
- Obtain bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price.
- Maintain technical knowledge by attending educational workshops, reviewing technical publications.
- Contributes to team effort by accomplishing related results as needed.

### **Warehouse Associate**

Carpet One Commercial Flooring - Cheyenne, WY

February 2018 to January 2019

- Unload trucks and store merchandise in proper location.
- Ensure installers and store customers receive the proper materials.
- Deliver flooring materials to job sites as needed.

### **Staffing & Recruiting Specialist**

Express Employment Professionals - Cheyenne, WY

December 2016 to February 2018

- Primary emphasis is on filling job orders and inside sales activities by recruiting, hiring, and assigning associates to clients.
- Coordinate client interviews and assignments.
- Ensure high satisfaction levels are met by following up with associates on a consistent basis.
- Provide administrative supervision of up to 150 associates.
- Complete client visits and safety tours.
- Develop and maintain professional knowledge of the market, staffing industry, and pertinent labor laws.

### **Data Evaluative Specialist/WATFACS Liaison**

Strong Families Strong Wyoming - Cheyenne, WY

February 2016 to December 2016

- Responsible for maintaining and providing oversight to the project's databases.
- Evaluate program outcomes and ensuring stated goals are met.
- Contribute to the development of quarterly/semi-annual report; and ensure reporting compliance with all federal requirements.

### **Order Filler**

Walmart DC - Cheyenne, WY  
December 2015 to February 2016

- Process facility orders.
- Maintain freight integrity.

### **Staffing Manager**

Elwood Staffing - Cheyenne, WY  
July 2014 to December 2015

- Recruit sufficient quantity and quality of applicants to ensure timely order filling of temporary, temp-to-hire and direct hire positions.
- Administer all required pre-employment tests, including drug screening and E-Verify.
- Enforce all rules, regulations, policies, and procedures including safety-related and on-site post-accident investigations.
- Maintain employee relations for correction and counseling of job-related performance and attendance.
- Process branch payroll in a timely manner on a weekly basis.

### **Merchandising Execution Associate Supervisor**

The Home Depot - Cheyenne, WY  
May 2013 to July 2014

- Interview, hire, train, coach, and develop associates.
- Directly supervise the activities of Merchandising Execution Associates as they merchandise and maintain various product sets to enhance the customer experience, increase sales, and maximize inventory items.
- Implement and maintain bay integrity daily by executing merchandising strategies and ensuring products are displayed correctly to enhance the customer's experience.
- Constantly build and maintain relationships with the store management and associates to execute merchandising strategies.
- Demonstrate high level of responsiveness to customers, store associates, and district/regional leadership.

### **Executive Assistant**

Lighting Designs - Loveland, CO  
October 2012 to May 2013

- Prepared routine and advanced correspondence including letters, memoranda, and a variety of strategic reports for the executives to make business decisions.
- Provided sales prospecting assistance and industry research.

### **Department Supervisor**

The Home Depot - Fort Collins, CO  
September 2011 to October 2012

- Interviewed, trained, coached and developed associates.
- Provided valuable input into merchandising decisions to the store management team, freight team associates and inventory management associates.
- Educated store associates and customers on the benefits and features of products.

- Ensured that all store associates provided fast, friendly service by actively seeking out customers to answer their questions.

### **Merchandising Execution Associate**

The Home Depot - Fort Collins, CO  
May 2009 to September 2011

- Placed new products into bays as well as set up displays.
- Ensured bays were set to Planogram and displays were secured and cleaned.

### **Flooring Sales Associate**

The Home Depot - Fort Collins, CO  
March 2006 to May 2009

- Walked department to seek out customers and provide excellent customer service.
- With machines pulled product from overhead to be placed on shelf.
- Assisted customers with products and installation procedures.
- Set up measures and recommended products.

## Education

---

### **Bachelor of Science in Business Administration**

Colorado Christian University - Lakewood, CO

### **Certificate**

Coleman College - San Marcos, CA

## Skills

---

- Remarkable ability to meet deadlines.
- Great ability to resolve timecard and billing inquiries to ensure accurate, timely paychecks/invoices.
- Ability to work effectively under stress.
- Proven ability to work with confidential information.
- Outstanding ability to adjust the workflow as needed to maintain maximum efficiency of time, personnel, and materials.
- Immense ability to provide excellent customer service.
- Very successful working independently and working as a team member.
- Excellent ability to make administrative/procedural decisions and judgments.
- Strong problem solving, leadership and communication skills.
- Exceptional record maintenance skills.
- Excellent coordinating skills.
- Great knowledge of computers both hardware and software.
- Microsoft Office
- Forklift
- Supervising experience
- Customer service

- Retail sales
- Flooring installation
- Warehouse experience
- Inventory control
- Inventory management
- Planograms
- Inside Sales
- Personal Assistant Experience
- Merchandising
- Freight Experience
- Recruiting
- Purchasing
- Microsoft Outlook
- Databases
- Logistics
- Hotel experience
- Hospitality
- Heavy lifting
- Customer service
- Planograms
- Forklift
- Store management
- Clerical experience
- Supervising experience
- Retail sales
- Typing
- Freight
- Merchandising
- Driving
- Kronos
- Records management
- Leadership
- Purchasing
- Recruiting
- Interviewing
- Microsoft Access
- Payroll
- Databases
- Windows
- Conflict management

- Mentoring
- Human resources
- Google Docs
- Sales
- Inside sales
- Carpentry
- Drywall
- Equipment repair
- Plumbing
- Schematics
- drywall repair
- Flooring installation
- Home care
- Communication skills
- Janitorial experience
- Filing
- Pallet jack
- Microsoft Publisher
- Data collection
- Personal assistant experience
- Microsoft Office
- Mechanical knowledge
- Bank reconciliation
- Accounts receivable
- Microsoft Excel
- Microsoft Word
- Construction painting
- Power tools
- Hand tools
- Maintenance
- Office experience
- Custodial experience
- Construction

## Certifications and Licenses

---

### **Driver's License**

### **Forklift Certification**