

Jimmy Ortiz  
11288 Elm Drive  
Thornton, Co. 80233  
Jimmyo6633@gmail.com  
(720) 212-7424

### Education

High School: Denver North High School  
Years: 05/1985 to 05/1989 Graduated  
College: Metro State College - August 1989

### Employment History:

Lowe's  
March 2019 - present  
1171 W. Dillon Rd,  
Louisville, Co. 80027  
Shipping and Receiving

- Stocking shelves
- Customer service
- Support/Assist other area's
- Handling Cash/Cashier

Assistant Manger Drive License Technication IV June 2015 -  
February 2019  
Department of Revenue Drivers License Division, Denver North East, Denver, CO

- Training new employees
- Supervision of line staff
- Drive Tests/Grade Written Assessments
- Daily and Weekly Reports working in Excel
- Maintaining Professionalism when working with difficult customers
- Determining eligibility for and issuing Real ID Compliant document
- Completes employees Performance evaluations
- Approved time sheets, leave requests as well as establishing work and leave schedules

Driver License Examiner I - III June 2000  
- June 2015  
Department of Revenue Drivers License Division, Denver Central (Athmar)  
Denver, CO

- Determining eligibility for and issuing real ID compliant documents
- Drive Tests / Grade Written Tests
- Cash handling to include daily and weekly accounting reports to review with Office Manager
- Review and training of new staff
- Implementation of new procedures and policies

- Successfully completed all required training for Driver License Systems, including Fraud Training on Documents
  - Successfully completed Basic Operation Skills Testing (BOST)
- Computer Skills: Proficient in Excel and Word

References:

Professionals:

Martin Trujillo 720-937-0545

Elise Cornett 303-205-8330

Lucia Hernandez 303-205-8330

Personals:

Carlos Vigil 720-636-1404

Carlos Melendez 720-339-1018