

Professional Summary

Hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position. Ready to help team achieve company goals.

Skills

- Safety-Focused
- Great Work Ethic
- Excellent Customer Service
- Commercial experience
- Roof Installation
- Blueprint Interpretation

Work History

Donation Processor 10/2022 - 01/2024
The Arc Thrift Store – Fort Collins, CO

- Greeted and provided friendly service to donors and assisted in transferring items to facility.
- Sorted and placed donations in appropriate containers.
- Transferred donated goods from donor's vehicle and regularly lifted up to 100+ pounds.
- Completed appropriate paperwork for donations.
- Organized and staged furniture in the store.
- Carried out closing duties by recording donations, putting things away, and locking the store.

Shipping and Receiving Associate 01/2016 - 01/2018
Walmart

- Orchestrated routing by producing accurate shipping documentation and package labels.
- Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary and communicating variances to customers.
- Operated manual and electric pallet jacks, safely relocating heavy merchandise on sales floor for timely stocking.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors.

Flooring Installer 01/2018 - 01/2019
B. K. Hammer Construction

- Readied surfaces to accept coverings by sweeping away materials, correcting flows and applying special treatments.
- Installed materials over support structures to form smooth subfloors for final coverings.
- Secured carpets in place by fastening metal treads across door openings.
- Swept, scraped and chipped dirt and irregularities from base surfaces and filled cracks with cement and putty to form smooth foundation.

Roofing Laborer 06/2016 - 10/2021
Breit Roofing

- Removed old roofing material and properly disposed of all debris to maintain clean, organized work sites.
- Inspected problem roofs to determine best repair procedures.
- Installed high-quality roofing systems, paying careful attention to hazards and other safety concerns.
- Performed job duties at low, medium and advanced heights on regular basis while observing safety protocols to avoid possibility of accidents and falls.

Crew Member 12/2020 - 04/2021
Taco Bell

- Assisted other team members to achieve goals.
- Provided excellent customer service by greeting customers and meeting quality expectations.
- Prepared products following restaurant, health, and safety standards and procedures.
- Prepared and cooked food orders for customers by noting customizations and portion sizes.

Education

GED 2016
Job Corps - Missoula, MT