

Joseph L. Lalonde
Denver, Co. 80205
Cell: (786)548-5613
Email:jsphlalonde9@gmail.com

OBJECTIVE

To secure a full-time position with benefits utilizing my vast knowledge and skills as Production Worker.

PROFESSIONAL EXPERIENCE

Externship-Twin Oaks Medical-Dr. Maly, Cardiologist

Skills: Obtaining Pt. Vital Signs, Scheduling, Phone Triage, and Pt. Check in, EKG's.

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| Elwood Tradesmen | December 2016 to present |
| <ul style="list-style-type: none">• Carpenter | |
| Roof and Gutter Guys | May 2016 to December 2016 |
| <ul style="list-style-type: none">• Roofing | |
| Mountain States Staffing | December 2015 - Present |
| <ul style="list-style-type: none">• Skilled Labor• Lead Labor for a local GC (3 months)• Security and safety on a 165,000 sq./ft. building during construction• Carpentry, fabrication, Punch list work, maintained site cleanliness | |
| Constructor Services Inc. | September 2015 - November 2015 |
| <ul style="list-style-type: none">• Material handling/Maintenance• Maintaining and organizing the storage of all construction materials• Daily cleanup of Rose Medical Center 20 million dollar remodeling operation | |
| Pro Build Inc. | June 2015 - August 2014 |
| <ul style="list-style-type: none">• Shipping and Receiving/Carpenter• Load and unload product and materials• Housekeeping and minor carpentry | |
| D&D Roofing | February 2015 - May 2015 |
| <ul style="list-style-type: none">• Roofer/Skilled Labor• Installed all phases of roofing• Prep and carpentry | |
| Donut Gallery Diner | January 2014 - September 2014 |
| <ul style="list-style-type: none">• Dishwasher• General cleanup• Bus tables and wash dishes | |
| Service Keepers Maintenance | April 2013 - August 2013 |

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- **Painting/Maintenance**
- Sand/ prep doors + handrails
- Maintain school grounds

Renhill Temp on Demand

April 2012 - January 2013

- **Warehouse/Factory Laborer**
- Palletize products using electric pallet jack
- Packing glass product
- Cleanup of factory waste materials

Electro Prime, Inc – Toledo OH

October 2009 – February 2010

- **Production / Machine Operator**
- Ran tape machine to label stabilizers bars for auto industry
- Efficient production of 120-140 bars an hour

EDUCATION

Lincoln College of Technology – Toledo OH

October 2009 –September 2010

Medical Billing and Coding Certificate

Vast knowledge of ICD-9, CPT, and HCPCS coding

Familiarity with medical terminology and claim processing

Skilled in Microsoft 2007, Medcin, Medisoft, and Electronic health records

Medical Assisting Diploma

ACADEMIC ACHIEVEMENTS

President and Deans List, Honor Roll

Certificate of Professionalism