

KEATON SIRIO

EDUCATION

August 2016 – May 2017 **Aims Community College** Greeley, CO

Associate of Applied Science- Completed 25 Credits

August 2008 – May 2016 **Frontier Academy Charter** Greeley, CO

High School Diploma

EMPLOYMENT

March 2022- August 2022 **Ken Garff Ford Greeley** Greeley, CO

Service Writer

- Serve as a link between customers and different departments of the organization efficiently
- Educate clients about company products, procedures, and policies
- Schedule appointments, take orders, monitor service progress, and process payments

July 2020 - February 2022 **Truck City Service** Greeley, CO

Service Writer (July 2021 - Present)

- Serve as a link between customers and different departments of the organization efficiently
- Educate clients about company products, procedures, and policies
- Schedule appointments, take orders, monitor service progress, and process payments

Porter (July 2020 - July 2021)

- Oversee all team responsibilities and designate accordingly based off of strengths and weaknesses
- Pick up and delivery of customers, assets, and supplies (in and out of state)
- Take care of shop maintenance as well as helping technicians move vehicles in and out of the shop

February 2020 - July 2020 **UPS** Greeley, CO
Warehouse Package Handler

- Load packages into delivery trucks
- Adhere to company safe package handling standards at all times
- Unload trucks as they arrive and ensure packages are stored correctly

June 2019 - January 2020 **Vestas** Windsor, CO
Production Team Member

- Work with hazardous materials and team members safely and effectively
- Build the blade from start to finish paying close attention to detail and problem solve where needed
- Perform the physical tasks at hand at a steady speed

August 2018 - April 2019 **Budweiser** Loveland, CO
Warehouse Associate

- Stack cases on pallets according to truck load and load trucks correctly
- Interact with customers professionally and respectfully
- Physically Dexterous: can comfortably lift (how ever much) safely and efficiently to appropriate locations

June 2017 – August 2018 **Greeley Country Club** Greeley, CO
Bag Room Assistant

- Maintain and prepare driving range
- Provide rental, storage and cleaning of golf clubs
- Manage and stage golf cart fleet

May 2015 – September 2016 **AM Landscaping** Greeley, CO
Landscape Foreman

- Follow planned landscaping designs
- Safely and expertly operate lawn maintenance equipment
- Responsible for mulching, aerating, weeding, removing thatch, trimming and edging around flower beds, walks, and walls

February 2012 – October 2014 **Bean & Bean Auction** Loveland, CO
Assistant Auctioneer / Customer Service Representative

- Arrange articles into group lots, according to similarity of type of merchandise, such as household goods, art pieces, jewelry, and furniture
- Receive and store incoming merchandise to be auctioned
- Assist final bidders locate purchases and load items in their vehicles

REFERENCES

Kyle Krupansky (Owner of Double Diamond Crossfit) 303-709-9638

Josh Toyer (Certified coach @ GOLFTEC) 719-338-9494

Jon Hoerner (Manager of TC Customs) 970-313-7177