

Kendra Lenon

Denver, Colorado • (720)-926-0975 • Kendralenon3@gmail.com

Warehouse Associate

Dedicated and hardworking professional seeking an Associate Warehouse position, offering experience in warehouse operations, quality assurance, food production, customer service, and transportation. Proven ability to work efficiently in fast-paced environments while maintaining accuracy, productivity, and safety. Recognized for strong attention to detail, adaptability, teamwork, and a commitment to delivering high-quality results. Experienced in inventory handling, material movement, order fulfillment, and maintaining organized work areas while following established safety procedures. Dependable, quick to learn, and eager to contribute a strong work ethic and positive attitude to support efficient warehouse and distribution operations.

WORK EXPERIENCE

Housed Working and Healthy (Fort Logan Eatery) • Denver, CO • 03/2026 - Present

Cook (Junior)

- Assist in overseeing daily kitchen operations to ensure timely preparation and delivery of meals. (Meals on Wheels)
- Supervise kitchen staff and volunteers, guiding food preparation, safety, and workflow.
- Prepared and cooked nutritionally balanced meals in large quantities in accordance with program guidelines
- Assisted with inventory management, including receiving and proper storage of ingredients.

BDC Laboratories • Wheatridge, CO • 10/2021 - 03/2023

Quality Assurance

- Conduct visual and dimensional inspections of medical-grade silicone tubing to verify compliance with product specifications and quality standards.
- Perform in-process and final inspections using precision measuring instruments, gauges, and testing equipment.
- Review manufacturing documentation, batch records, and quality control reports for accuracy and completeness.
- Identify, document, and report product defects, non-conformances, and deviations from established standards.
- Collect and record inspection data, maintaining accurate quality records and traceability documentation.
- Collaborate with production, engineering, and quality teams to resolve quality concerns and improve processes.
- Support product release activities by confirming that finished products meet all acceptance criteria, including labeling before shipment.

SKILLS

Attention to Detail Time, Communication Skills, Customer Service, Data Collection & Analysis, Decision- Making, Documentation & Recordkeeping, Emergency Response, Incident Reporting, Management, Medical Device Manufacturing standards, Precision Measurement Tools, Problem-Solving, Process Improvement, Quality Assurance, Quality Inspection and Testing, Regulatory Compliance, Reliability and Dependability, Safety, Safe Vehicle Operation, Situational Awareness, Stress Management, Team Collaboration

EDUCATION

GED

Emily Griffith
Denver, CO
01/2005 - 06/2006

Denver Transit operators • Denver, CO • 04/2019 - 10/2021

Train Operator

- Safely operate light rail or commuter rail trains in accordance with company policies, operating procedures, and federal, state, and local regulations.
- Adhered to scheduled routes and timetables while maintaining safe operating speeds and conditions.
- Conducted pre-trip and post-trip inspections to ensure trains are functioning properly and are safe for service.
- Monitor train systems, controls, signals, and track conditions throughout operation.
- Open and close train doors safely, ensuring passengers can board and exit securely.
- Make clear and professional announcements regarding stops, delays, safety information, and service updates.
- Respond appropriately to emergencies, equipment malfunctions, accidents, and service disruptions.
- Communicate effectively with dispatchers, control centers, maintenance personnel, and other transit staff.

CERTIFICATIONS

Allergens • 06/2026 - 06/2029

Servsafe

Restaurant Ready • 06/2026 - 06/2029

Always Food Safe

Food Allergen Awareness Certificate • 06/2026 - 06/2029

Servsafe