

Sara Kinnison

Hardworking and dedicated.

Ault, CO 80610
saryeavoe@aol.com - (970) 302-6540

- Working knowledge of construction equipment and machines; operation skills
- Hard-worker; capable of working independently or with a team; strong desire to learn
- Strong communication skills face to face on the phone.
- Strengths include the ability to plan and organize multiple tasks for timely completion; to be self-motivated; quick learner; adapt to new challenges; and work well with people at all organization levels.
- Proficient computer skills, including data entry and record keeping.

WORK EXPERIENCE

Maintenance Supervisor

Armadillo Property Management - Fort Collins, CO - 2012 to 2013

Coordinate maintenance, emergency repairs, and property inspections with tenants and multiple vendors.

- Scheduling annual, preventative and seasonal maintenance.
- Reconcile invoices and work orders.
- Data entry, record keeping, filing and operating multiple computer programs.
- Communicate with tenants, vendors, property owners and internal staff.

Commercial Pro Cashier

The Home Depot - Fort Collins, CO - 2011 to 2012

Assisted commercial contractors with purchases

- Opened lines of credit for Contractors and general public.
- Knowledgeable in multiple product areas to assist customers
- Cash handling.

Stay at Home Mom

- 2008 to 2011

Responsibilities

Took care of our 2 youngest children

Service Worker III

Weld County Public Works - Greeley, CO - 2003 to 2007

Greeley, Colorado 2003-2007

- Operating heavy equipment for multiple construction projects.
- Versatile on all crew and departments
- Maintained a Class A CDL.
- Familiar with county road and right of ways.
- Able to work long hours in adverse conditions.
- Maintained good public relation

EDUCATION

Harold Ferguson High School - Loveland, CO

SKILLS

Computer skills (excel, yardi, word, outlook and some power point) Maintain a Class A CDL with tanker endorsement