

Alex Kolbasenko

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Professional Summary

After working in the labor industry for 2 years I have moved toward corporate and clerical jobs, highly motivated to emerge into the corporate environment. As a self taught “computer junkie” i have a plethora of skills that can be applied in clerical duties. Some of those uses could be helpful in telecommunication, I.T. , and the mortgage industry. After working long grueling hours in a corporate environment I am used to overtime as well as tight deadlines.

Core Qualifications

- Highly proficient Microsoft Office Suite
- Strong Verbal Communication
- 2nd Place Vex Robotics Programming
- Highly Motivated Quick Learner
- Fluent in Russian
- Very Knowledgeable in Computing

Experience

Aug 2013-Nov 2013 **Vail Resorts, Aurora CO**

Warehouse Production Associate

At this job I was working at a warehouse and performed many duties that would be asked of me. Firstly my main task was to perform quality control on products that would be shipped out to our stores in mountain towns and city wide stores. As well as quality control I would also put price labels on our product for UPC identification for our internal system. That job required that i lift heavy objects such as skis and snowboard, as well as various clothes and other misc items for winter sports. Once I completed my duties on quality control I was moved to the O2 Gear Shop. There I would be tasked with picking out individual items for home delivery to our customers ordering online. Completing this task required the use of an internal PDA centric system that allowed me to identify the product as well as stock new product when needed. Then after I would pick out the items as required by a pre-printed list I would then move to the packing area and pack the product in the various boxes and Tyvek© bags as well as applying a shipping label to the bag. After that I would then pass off the packed and labeled product to my colleague in the shipping department to have it sent out.

Mar 2012-May 2013 **Urban Lending Solutions, Broomfield, CO**

Data Entry Specialist/Manifesting Team Lead

My duties at this job are as follows, in the morning of every morning I set up files to be ready for organization in the file room. After I have completed my duties with the file prep, I go on to manifesting those files so they can be filed with a manifest. After that I help with de-stapling and putting confidential files in order to be scanned. When i finish de-stapling and scanning those files in I go and do afternoon manifest which makes a manifest that the processing team uses in its QC. After creating the manifests in excel I will then go to my desk to help perform QC on the files that were just manifested. Then finally after all that is finished I report to my lead to see if there is any assignment that i can be utilized for, things like doing recall on files that have a special designation to be filed off-site. As well as fulfilling those duties I also manage a small team of people to perform clerical duties under my supervision. Such tasks may be requesting the location of a file or having them manifest the final stages

of received mail.

2009-2011 **Home Hardwood Floors, Denver, CO**
 Associate Carpenter

At the job I was responsible of the following, keeping the job site clean, assistance in communication with clients and builders, laying out the hardwood in preparation for it to be nailed or glued in, cutting the wood to the right size of the workplace layout, carrying tools and supplies to and from the car(15-70lbs. each) , and helping with calculation of the work done (ex. measuring the site and calculating the sq. feet it has).

Education

2007-2010	Pomona High School Arvada, CO	2011-2011	Front Range Community College Westminster, CO G.E.D.
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References

Alena Uchaykin Photographer 720 256 0090	Jordan Amarri Colleague 720 385 7999	Andrey Kolbasenko Owner of Home Hardwood Floors 303 500 2060
Michael Jones Demolition 3034783749	Michael Mascarenas Former Supervisor 303 204 4292	Joel Gutierrez Colleague at ULS 303-582-4699