

Kyle J. Gibbens

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Professional Summary

Expert customer service representative and sales associate with a focus on professionalism, consistency, and excellence. Multiple years of experience in delivery driving in both corporate and independently contracted roles. Reliable with standards and quotas. Detail oriented and ready to learn, adopting skill-sets from communication, organization, and navigation to succeed. Forklift certified.

Work Experience

Doordash: Dasher, May 25th 2020-Present. Fort Collins, CO

- Independently schedule and work delivery shifts, logging hours and mileage
- Utilize Doordash software to track orders, acquire items, and navigate routes
- Manage an ever-growing list of restaurants and standardized pick-up instructions
- Sanitize and social-distance during the COVID-19 pandemic per CDC guidelines

Domino's Pizza: Delivery Driver, August 12th 2018-May 22nd 2020. 2110 W Elizabeth St, Fort Collins, CO, 80521

- Deliver food and beverage efficiently across multiple miles of service area
- Utilize digital POS system to take phone and online orders, apply discounts
- Remain undistracted during driving while operating company navigation software
- Prep line, fridge, and walk-in daily. Cut, weigh, and sort hot and cold prep ingredients
- Track and date perishable food items, disposing of expired items in a timely fashion
- Hand and machine-wash dishes, knives, ladles, and pizza dough trays daily

TGS Management: Retail Sales Associate, May 20th 2018-August 8th 2018. 810 N College Ave, Fort Collins, CO, 80524

- Verify all customer ID, date-of-birth. Notify management of suspected fraudulent ID
- Categorize and organize backroom and sales floor, receive and unpackage orders
- Clean sale areas, display areas, and restrooms daily
- Process face-to-face transactions with state-compliant, proprietary POS software
- Maintain knowledge of three-tiered product inventory, including prices and legal limits

Education

-Loveland High School, Loveland, CO. Graduated May 2014

Skills

- Forklift certified
- Commercial driving
- Proficient with GPS-based digital navigation software
- Proficient with Microsoft Word, Excel, and Shopify
- Excellent email and phone etiquette
- Digital and manual inventory management
- Food preparation
- Cash register, deposits, and money-handling
- Sanitation and cleanliness