

# Loren "Garrett" Wildhaber

## Hard working go getter

Arvada, CO 80004

lorengarrettwildhaber8\_etb@indeedemail.com - 720-588-7369

Versatile productivity within a construction based environment as well as a mainstream office setting. I adapt well in all working conditions. Being skilled in both areas, I offer a variety of valuable skills.

30 years experience in all aspects of construction duties and responsibilities, maintaining up-to-date knowledge of techniques and materials, use of power tools, welding and repairs, ordering stock and supplies, job completion, reporting to senior management, managing yard employees and give directions to them for daily planning, logistics, managing vendor/supplier relations, and meeting all deadlines.

### WORK EXPERIENCE

#### **Sub-Contractor/Cable Installer/ AV Setup**

Prolink - Denver, CO - 2013-09 - 2016-12

R6 cable installation, satellite dish for Dish Network. Also contracted work for Installs inc installing home entertainment systems

#### **Pump Tech**

Arizona Beeman Drilling and Pump - Gold Canyon, AZ - 2007 - 2012-03

Pump Tech

Installation of water pumps and water wells together with pressure systems and hydraulic drilling. Involved in all electrical aspects of pumps and motors, including repairs. In the event of business decline, company yard work, welding and general office duties were performed.

#### **Warranty Parts Manager, Dispatch**

Sunrise Mechanical - Las Vegas, NV - 2004 - 2007

Committed to the assistance and support of others while maintaining a cheerful and helpful attitude. Built a rapport with customers and proposed different products and services based on their account history to help minimize their monthly bills. Maintained rapport and trust quickly with clients and colleagues. Developed credibility and confidence with customers. Developed and coached staff to maintain high levels of service and to meet department standards and goals.

- Answered dealer inquiries concerning Carrier, Tempstar and Lennox policies and products that yield an 18% increase in sales.
- Demonstrated the ability to troubleshoot creatively, solve problems effectively and make informed decisions while successfully guiding others through constant change.
- Coordinated employees, equipment and materials on several projects simultaneously.

#### **Parts Runner/Commercial Installer**

Select A/C - Las Vegas, NV - 2001 - 2004

Coordinated a list of supplies needed for the jobsites and visited different suppliers retrieving requested parts and when times would get slow, I would help with installation.

- Coordinated employees, equipment and materials on several projects simultaneously.
- Conducted all phases of construction procedures, organizing and coordinating projects for maximum efficiency.

- Skilled in working with subcontractors to determine responsibility for faulty materials or defects in workmanship.

## EDUCATION

Mesa High School - Mesa, AZ  
1990

## ADDITIONAL INFORMATION

### AREAS OF EXPERTISE

Managed value-engineering process with client to ensure modifications to project specifications continued to meet project goals and client expectations.

- Demonstrates excellent communication and problem solving skills and ability to establish rapport with clients. A self-motivated innovator with a record of success in troubleshooting and problem resolution. Leads by example and establishes a professional work environment based on respect.
- Commended for dedicated work ethic and rewarded by steady promotions and training in all aspects of work.
- Efficiently operate copy and fax machines, designed comprehensive filing system, accurate filing and retrieval of confidential records.
- Promptly answered telephone calls to reflect professional corporate image. Consistently processed all sales contracts and parts orders without errors. Streamlined business processes within the office, which significantly increased operational efficiency levels. Provided a high level of customer service and client relations based on outstanding communication and intercompany personnel skills.
- Streamlined order entry system and improved accuracy of documentation, reducing shipping and order entry errors. Utilized skills in MS Excel, creating spreadsheets to effectively track job site costs. Resolved numerous business functions on a day-to-day basis; including customer inquiries, information requests, invoicing, and stock control.

### ADDITIONAL SKILLS

- Warranty Carrier and Bryant equipment through [www.hvacpartners.com](http://www.hvacpartners.com)
- Warranty parts through Lennox at [www.davenet.com](http://www.davenet.com)
- Dispatching through [www.dispatchsolutions.com](http://www.dispatchsolutions.com)
- Very familiar with Epic parts catalogue.
- Designed an Excel program to track my technicians' truck stock usage
- Designed an Excel program to track consignment parts.

Forklift Certified