

# Matthew Huff-Hazlett

Longmont, CO 80503

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## Work Experience

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### **Hardware Specialist**

Boulder lumber - Boulder, CO

May 2021 to Present

Order and receive stock for store, place special orders for customers, work the front counter, manage and organize all stock. Help in the yard when needed.

### **Certified Forklift Operator**

Boulder lumber - Boulder, CO

December 2019 to May 2021

Certified forklift operator, build lumber packs for contractors, cut LVLs with chainsaw for pickup or delivery, train new hires

### **Installation Technician**

Appliance Factory Mattress Kingdom

May 2019 to December 2019

1. Installing dishwashers, OTR microwaves, oven hoods, and garbage disposals all across the front range of Colorado.

### **Production Worker**

Aqua Hot Heating Systems - Longmont, CO

January 2019 to May 2019

Assembling and packing multiple types of heating units to be distributed to top businesses in the field of recreational vehicles.

### **Crating/shipping Specialist**

IPEG - Franklin, PA

November 2016 to September 2018

Building crates and Packing large machinery to be shipped.

### **Sub Contractor for Rocky Mountain Home Improvements**

Hammer Time Construction - Boulder, CO

March 2014 to October 2016

Build decks and pergolas

- Full exterior repair
- Home remodels both interior/exterior
- In home repair

## **Sub Contractor for Pioneer Home Improvements**

Hammer Time Construction - Boulder, CO

September 2013 to January 2014

Assist in home remodels and repairs

- Pick up and deliver materials to job sites
- Structure demolition

## **Sales Representative**

Blair Call Center - Franklin, PA

October 2012 to April 2013

Communicate efficiently with customers to retrieve and edit account information

- Handle all escalated customer issues and concerns
- Assisted customers with catalog Purchases.
- Communicate with customers via telephone quickly and knowledgeably

## Education

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Pennsylvania Cyber Charter School - Franklin, PA

September 2012

## Skills

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- Telemarketing
- Warehouse Associate
- Shipping
- Forklift
- Box truck
- Shipping Receiving
- Delivery Driver Experience
- Load & Unload
- Order Picking
- Manufacturing
- Driving
- Forklift
- Mechanical knowledge
- Power tools
- Hand tools
- Woodworking
- Assembly
- Customer service
- Sales
- Construction

- Heavy lifting
- Telemarketing
- Communication skills
- Microsoft Office
- Computer skills
- Electrical wiring
- Trim carpentry
- Cabinet installation
- Time management

## Certifications and Licenses

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**Forklift Certification**

**Forklift Certification**

**Driver's License**