

# Michael Gurule

Wheat Ridge, CO

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## Work Experience

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### **Delivery driver**

Lowe's - Arvada, CO

April 2017 to September 2019

### **Builder/Installer**

Taylor Construction - Lafayette, CO

May 2014 to March 2017

Lafayette, CO - April 2014 to Present

#### Responsibilities

Demo decks, build decks from framing to composite, refinishing decks, staining and painting

#### Accomplishments

Helped out the crew a lot, had insight on jobs and learned a lot about the trade of deck building

#### Skills Used

Use of power tools, measurements and know how of plans of the drawings of the deck plan

### **Delivery driver**

Paint - Arvada, CO

June 2012 to April 2014

#### Responsibilities

Mix paint to satisfaction with customers request, help around the shop cleaning and such, delivery drive paint and products to customers in the front range.

#### Accomplishments

Always helping other employees out, working extra hours, always showing up on time when scheduled, and have good ideas to get things finished in a timely fashion.

#### Skills Used

patience, precision, good attitude, and an eye for colors helped a lot with customers

### **Service Technician**

Level 3 Communications - Denver, CO

September 2010 to June 2012

#### Responsibilities

Diagnoses, troubleshoots and repairs customer and network troubles. Removes and replaces defective modules, tracks spares and ensures repair.

### Accomplishments

Responsible for asset management: process deliveries and replenishes consumables. Coordinates shipping and receiving of materials.

### Skills Used

Demonstrates a degree of experience with circuit provisioning, maintenance & testing (DS1/DS3/SONET), test equipment, telecommunication equipment installation and acceptance.

## **Records Technician**

Canon Business Process Services, Inc - Denver, CO  
November 2008 to August 2010

### Responsibilities

Maintain/retrieve files from Records Center for client use as requested. Deliver files to clients within established time frames. Ensure returned files are properly logged and placed back in their proper location. Prepare files to be sent for storage. When needed, arranges for files to be retrieved from storage.

### Accomplishments

did everything in an organized fashion, made sure all the record where in the right location, and always keep the records updated if necessary.

### Skills Used

organization, get things finished in a timely manner, word processing, excel, keypad.

## Education

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### **Associate in computer science in computer science**

Red Rocks Community College - Lakewood, CO  
2012 to 2014

### **Diploma**

Lakewood High School - Lakewood, CO  
1999 to 2003

## Skills

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- File Management (Less than 1 year)
- Assembly
- Construction
- Microsoft Excel
- Carpentry

## Certifications and Licenses

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**DOT Medical Card**

**Driver's License**

## Additional Information

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### SKILLS

Delivery driving (2 years), File Management (2 years), Warehouse (3 years), service technician,  
service  
technician (3 years)