

# Michael Bordas

## **the guy you need.**

Brighton, CO 80601  
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720-482-9878

To allow me to move and grow within the company. To show that my work ethic is 2nd to none. Improve myself as well as the company. I am easily trained and pick up on operations very quick.

## Work Experience

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### **Warehouseman**

Acme Distribution - Henderson, CO  
December 2014 to Present

Filling orders, loading and unloading trucks, sending out packages with FedEx and UPS. Organizing inventory, counting inventory. Handling multiple accounts, touring facilities with account reps.

### **Forklift Operator**

Lowe's Inc - Brighton, CO  
September 2006 to Present

Customer Service Assoc. - helped customers with their projects.

- Cycle counts/inventory
- DSHR - Daily Safety Review
- Unloaded trucks
- Helped with delivery and installs

### **Lacrosse Coach**

Littleton Public Schools - Littleton, CO  
February 1998 to May 2009

Arapahoe County School District No.6  
Education Service Center  
5776 S Crocker St.  
Littleton, Colo. 80120  
- Lacrosse coach

### **Loan Processor, Ordered Title Commitments**

Littleton Public Schools - Denver, CO  
July 2005 to July 2006

Appraisals, Verified Employment, Etc,

- Data Entry
- Post closing duties, Shipping files to investors, Correcting mistakes on files, following up to make sure invoices were paid, Etc.
- Worked with underwriters to insure accuracy on documents and completed files that were purchased by investors.

### **Loan Processor, Ordered Title Commitments**

Stonecreek Funding - Denver, CO  
February 2003 to June 2005

Appraisals, Verified Employment, set up closings with Title Company's and Clients.

- Data Entry.
- Worked with underwriters to insure accuracy on documents and completed files that were purchased by investors.

### **Loan Processor, Ordered Title Commitments**

Cherry Creek Mortgage Company - Littleton, CO  
July 2001 to January 2003

Appraisals, Verified Employment, set up closings with Title Company's and Clients.

- Data Entry.
- Worked with underwriters to insure accuracy on documents and completed files that were purchased by investors.

### **Temp Data Entry**

Ranstad - Englewood, CO  
July 2000 to June 2001

Data Entry

- Also to verify clients of there changes on their accounts. Change of address, beneficiaries, withdrawals, and changes to their portfolio.

### **Sales**

Service Software  
March 1999 to December 1999

Technical Support

- Database organization and entry
- Worked with contactors to insure any warranty work needed to be complete. Also to follow up with any projects that needed to be done.

## Education

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### **Computer programming**

Arapahoe Community College  
1998

### **General Education**

Arapahoe High School  
May 1997

## Skills

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Forklift, Narrow Reach Truck, Pallet Jack, Electric Pallet Jack. MS Word, MS excel, LRT scanner. (10+ years)

Certifications/Licenses

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**Certified Forklift Operator**