

# Michael Henry

Westminster, CO 80021

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Willing to relocate: Anywhere

## Work Experience

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### **Sales Consultant**

CarMax - Federal Heights, CO

March 2022 to Present

- Data entry
- Finance
- Sales
- Customer service

Guide customers every step of the way, from sale or appraisal to test drives and arranging financing applications. Complete all relevant records and documentation to ensure smooth transactions for our customers.

### **Property Management**

Self owned and operated - Iowa

January 2019 to Present

Self owned property that I manage and rent out, as well as oversee one employee to maintain the property while I live in Colorado. Decided not to sell my house when I moved to Colorado to keep passive income coming in.

### **Supervisor/Lead**

Lineage Logistics - Henderson, CO

January 2020 to January 2022

- Data entry, Assigning roles
- Forklift (many types)
- Safety team
- Training
- Overseen three different shifts
- Continuous improvement
- Performance tracking
- Inventory control/ quality

Ran the dock floor, was in charge of handing out assignments, overseeing 20 team members. Ensured that trucks were shipped out on time, and fixed any errors in the warehouse management system.

### **Machine Operator/Lead**

Pepsi - Urbandale IA

March 2019 to January 2020

- Data entry, Assigning roles
- Forklift
- Safety team, Chemical handling
- Training

Assisted the supervisor with daily tasks as well as doing paperwork for incoming and outgoing trailers, helped make sure the machine stayed running. Assigned roles and duties to others and often helped complete them. On the safety team recording and reporting any hazards.

### **Shipping and Receiving lead**

Windsor Windows and Doors - West Des Moines, IA  
August 2015 to July 2018

- Data entry, Excel, Word
- Forklift, pallet jack
- Safety

Assisted the supervisor with looking over coworkers that needed help loading trailers, getting paperwork, finding missing products.

## Education

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### **Some college in Business Management**

Community College of Denver  
January 2022 to Present

### **High school diploma**

Perry, IA  
August 2010 to May 2015

## Skills

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- Engine and body work to all makes and models of cars and trucks
- Sewing machine (3 years)
- Sewing (3 years)

## Assessments

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### **Warehouse safety — Expert**

October 2022

Using safe practices in a warehouse setting

Full results: [Expert](#)

### **Work style: Conscientiousness — Highly Proficient**

August 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

### **Retail customer service — Highly Proficient**

October 2022

Responding to customer situations in a retail setting

Full results: [Highly Proficient](#)

### **Customer service — Proficient**

August 2022

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Customer focus & orientation — Familiar**

August 2022

Responding to customer situations with sensitivity

Full results: [Familiar](#)

### **Warehouse shift leader — Proficient**

August 2022

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

### **Sales skills — Proficient**

April 2023

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Recruiting — Completed**

April 2023

Managing the candidate sourcing and selection process

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.