

Michael Shoemaker

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CAREER OBJECTIVE

To secure a responsible career opportunity that both utilizes and grows my skills, while providing rockstar service to the community.

EDUCATION

Bachelor of Science Degree, Graphic Design	11/2013
Stevens-Henager College, Online	Honor Roll, GPA 3.65
Quality Customer Service Training	03/2007
Front Range Community College, Fort Collins, CO	12 Hours Completed

Skills

- Microsoft Office
- Adobe Creative Suite 6
- Customer Service

PROFESSIONAL EXPERIENCE

Auto Glass Installation Technician	09/2021 - Present
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Safelite- Greeley, CO

Inspect, prepare, and install auto glass following Safelite's safety standard.
Document progress and process payments through a mobile application.
Provide necessary aftercare and warranty information to customer.

Inside Sales	05/2018 - 09/2021
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Driver/Warehouse	06/2016 - 05/2018
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Lohmiller & Company dba Carrier West- Johnstown, CO

Order entry and invoicing, researching parts diagrams to find accurate replacement parts, creating showroom displays for new products and promotions to drive increased sales.

Driver/Warehouse	07/2014 - 06/2016
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Hercules Industries- Fort Collins, CO

Inspect vehicles to ensure proper operation and road safety, accurately pull orders for pickup/delivery, load/unload trucks, stock merchandise, assist customers, maintain a clean and safe warehouse.

Embroidery Production Assistant	09/2013 - 07/2014
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Huston Graphics- Windsor, CO

Provide routine maintenance to machines. Assign designs and prepare garments to maximize production time. Troubleshoot production issues and prepare orders for customer pick up.

Tutor/Virtual Classroom Facilitator	09/2011 - 07/2013
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CollegeAmerica- Fort Collins, CO

Supervise students in virtual classroom, assist students with study skill development, track/assess needs and progress of students, assist students in completing assignments, and set appointments.