

# Mike Marquez

Dacono, CO 80514

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## Professional Summary

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Seeking a position with a multi-dimensional organization that can offer opportunity for personal growth and career advancement.

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver**

DHL-Denver, CO

December 2023 to June 2024

### **Security**

Allied Universal-Denver, CO

August 2020 to December 2023

Servile, observe and report. technologies were in use such as iPads, iPhones and computers. Professional appearance, great customer service, great attitude.

### **Driver/Warehouse**

Physicians Choice Medical-Denver, CO

February 2015 to September 2019

driver/warehouse from Mon-Fri. I'd deliver medical supplies to patients and also did some warehouse work such as repairing, shipping, and other warehouse work.

### **Stocker/Customer Service**

Resturant Depot-Denver, CO

May 2014 to February 2015

#### Responsibilities

Stocking food product in different aisles on the daily bases.

#### Accomplishments

Got my duties complete before it was time to go.

#### Skills Used

quick learning, fast pasted, constant stocking, customer service skills,

## Education

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### **High School Diploma**

Montebello High School

2013

## Skills

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- Customer Service (3 years)
- Stocking (Less than 1 year)
- Order Processing (Less than 1 year)
- Painting (Less than 1 year)
- Warehouse (1 year)
- Driver (5 years)
- Box Truck
- Warehouse Associate
- Customer service
- Driving (5 years)
- Communication skills
- Computer skills
- Accounting
- Microsoft Excel
- Mobile devices
- Box truck
- Office experience
- Front desk
- Delivery driver experience
- Van driver
- Forklift
- Materials handling
- Microsoft Office
- Organizational skills
- Microsoft Word
- Screen printing
- Order picker
- ICD-10
- CPT coding
- Medical billing
- Data entry
- AS400

- Mentoring

## Certifications and Licenses

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### **Driver's License**

May 2022 to May 2027

### **Driver's License**

## Additional Information

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- ◆ Desire for self-improvement and personal growth
- ◆ Patient
- ◆ Customer Service
- ◆ General Labor
- ◆ Detail Oriented
- ◆ Works well independently and in a team setting
- ◆ Knowledgeable about Computers
- ◆ Analyzing Information
- ◆ Takes direction well
- ◆ Problem Solving