

Nathanial Archuleta

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Summary

- Conscientious and organized with an ability to prioritize and adjust to changing demands
- Professional with a drive to maintain the highest quality customer service and record-keeping, both internally and externally
- Adaptive team player with exceptional interpersonal skills and a willingness to learn and contribute

Relevant Experience

Warehouse Associate

Amazon - Loveland, CO

Oct 2021 to Febr 2022

- Ensured all packages were accounted for by using the company's computerized tracking system, reducing the number of lost/misplaced packages
- Prepared packages for delivery by staging them in their assigned place in the warehouse to be loaded into the delivery van
- Followed safety regulations, including safe lifting procedures, to reduce the risk of on-the-job injury

Additional Experience

Special Education Teacher

St. Vrain Valley School District - Longmont, CO

Sept 2022 to Jan 2023

- Implemented individualized education plans (IEPs) for elementary school children with behavioral challenges to reach each student's educational goals
- Collaborated with team members, including therapists, nursing staff and parents to address students' individual needs
- Maintained meticulous records to track students' progress and achievements, ensuring the best outcomes for transitioning back into a mainstream school setting

Employment Specialist

Easter Seals - Loveland, CO

Feb 2022 to Jun 2022

- Provided one-on-one intensive skills training and coaching of high school students with special needs to support their long-term employment goals
- Partnered with local employers to match students' skills and aptitudes with appropriate positions, resulting in increased employer and employee satisfaction
- Completed detailed daily case notes on each client's progress and provided monthly reports to the case managers to track progress and determine next steps
- Tracked and recorded funds and expenditures for each client in an effort to provide services for as long as needed while meeting the guidelines set by the Colorado's Department of Labor and Employment (CDLE)

Court Clerk

City of Fort Collins - Fort Collins, CO

Sept 2018 to Mar 2020

- Provided customer service and assistance to the public, including processing payments and legal documents as well as answering general questions
- Managed court records and maintained confidentiality of sensitive information
- Maintained an electronic database as well as physical files for all cases on the docket, staying abreast of last-minute changes and alterations

Income Maintenance Technician

Larimer County Human Services - Fort Collins, CO

Apr 2016 to Jan 2017

- Assisted clients applying for public assistance benefits including Food Assistance, Medical Assistance, Colorado Works and Adult Financial Programs
- Processed applications accurately and in a timely manner in order to provide eligible clients with benefits as quickly as possible
- Interviewed clients face to face or over the phone to request and collect all required information/documentation needed to determine eligibility

Laborer

Liveoak Painting - Fort Collins, CO

May 2015 to Apr 2016

- Assisted in creating bids for clients
- Completed interior and exterior paint jobs for residential and commercial clients
- Prepped and painted homes and kept job site clean to keep customers satisfied

Classroom Teacher/Driving Instructor/Driver License Tester

Conahan's Driving School - Fort Collins, CO

Jan 2015 to Nov 2015

- Taught the 30-hour classroom portion of Driver's Education to teens, with classroom sizes ranging from 15 to 30 students.
- Provided one-on-one driving instruction to teens for six hours each to complete the behind the wheel training portion of Driver's Education.
- Administered driving test using the State scoring system and guidelines.

Special Education Paraprofessional II

Poudre School District - Fort Collins, CO

Jan 2015 to May 2015

- Assisted classroom teacher with instruction and reinforcement of learning skills in individual or small groups
- Adapted curriculum to individual student needs, implementing daily lessons and activities to meet Individual Education Plans, behavior plans, and health care plans.
- Collaborated with classroom teacher in preparing materials, administering tests, grading, taking attendance, completing paperwork, maintaining files, evaluating and recording student achievement and maintaining student records.

Education

Bachelor of Science in Psychology

Colorado State University - Fort Collins, CO