

NICHOLAS JONES

Nicholas Jones

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Denver, CO 80219

303.204.9861
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Professional Goals/Skills

To secure a stable position in a community organization that values diversity, honesty and relationships, and that also has a proven valued community reputation. Proficient in computer use, including word processing and spreadsheets. Superior customer service training, experience, and skills. Successful history working in multi-faceted task environments and providing superior customer satisfaction. Ability to work and relate to others professionally in diverse ethnic environments.

Experience

Continental Sausage / Shipping/Receiving/Delivery

JAN 2017 - MAR 2020, Denver, CO

Receiving inbound shipments daily: Checking to confirm correct product/quantities

- Pulling/Staging orders for customer as product comes in for will call or delivery in a timely manner.
- Ensuring orders are timely delivered.
- Assisting with all out bound shipments daily: UPS, FEDEX, Freight, and deliveries.
- Assisting Will Call with customers (pulling orders, answering phones, loading customers)
- Ensuring the warehouse is kept clean and organized
- Vehicle Maintenance: Delivery truck kept clean, Serviced when needed, Oil Change, and Tire rotation.

Genesis Lifestyle Medicine/ Front Desk Manager

SEPT 2009 - DEC 2016, Denver, CO

Responsible for front desk scheduling and operations of medical facility for weight loss, hormones, stem cell implementation, and plasma injections.

Whole Foods Market/ Seafood Clerk

FEB 2006 - JUL 2008 , Denver, CO

Prepared specialty seafood items in a safe and correct protocol, including food preparation. Provided superior customer service in diverse and demanding retail environment.

Independence House/ Substance Abuse Tech

JAN 2007 - JUN 2008 , Denver, CO

Provided comprehensive case management services for Department of Corrections paroles, developed treatment plans, and connected clients and families to community resources.

Education

Bachelor of Arts

Individualized Studies: Capacity Building for Social Service Agencies

Dec 2013

MSU Denver, Denver, CO

Associate of Arts

Human Services

May 2009

Community College of Denver, Denver, CO

Personal/Family

Stable, dependable employment history.

Rotary Exchange Student in Udon Thani, Thailand for 12 months.

Lived in Brazil working in private English School for three years.

References available.