

# Nicholas Ortega

Mature individual who proudly served five years in the United States Army. Excellent leadership skills and extremely self disciplined. Advanced communication skills and able to work comfortably independently or in a team environment.

5419 Fiesta Lane  
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(719) 306-7231  
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## EXPERIENCE

### **Ace Hardware, Colorado Springs, CO.— Retail Sales Associate**

March 2014 - June 2022

Job duties included customer service in person and over the phone, taking inventory and purchase ordering. Store duties such as filling propane, making keys, mixing paint, glass cutting etc. Sales experience. Cashier experience.

### **Express Personal Services, Colorado Springs, CO. — Painter/Drywall Installer/ General Construction**

April 2007 - December 2008

Construction demolition and clean up. Other duties included texturing buildings and walls. Applied paints, solvents, and sealants. Plaster and sheetrock work.

### **United States Army , Fort Carson, CO. — Petroleum Supply Specialist**

March 2002 - April 2007

Fueled vehicles, aircraft, and stationary equipment. Received and stored bulk and packaged petroleum, oils, and lubricant products. Issued and dispensed bulk fuels from storage and distribution facilities. Performed petroleum accounting duties. Operated trucks and equipment associated with petroleum and water distribution systems. Assured adherence to safety procedures.

## EDUCATION

**Everest College, Colorado Springs, CO. — Associates Degree in Business. January 2014**

**Intellitec College, Colorado Springs, CO.— Associates of Occupational Studies in Environmental Technology. September 2011**

**Great Basin High School Job Corps, Clearfield, UT - High School Diploma  
Apprentice Plumber Certificate. September 2001**

## SKILLS

Customer Service  
Proficient in Microsoft Office/Word/ Excel  
Pricing  
Inventory

## AWARDS

**President's List Everest College**

**Dean's list Everest College**

**United States Army Veteran**

# ELEVATION

ACE HARDWARE GROUP  
EST. 2007

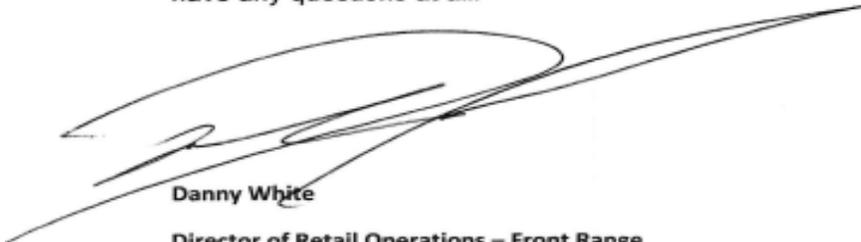
To Whom It May Concern;

It is my distinct pleasure to recommend Nick Ortega for the position with your reputable and distinguished company. As the Director of Operations, I have been able to observe his exceptional communication skills, work ethic, and his adaptability first hand, allowing me to use his as an example to the rest of my sales associate team on how to provide our customers with the best service possible. I could not be more confident in my prediction that he would be a valuable asset to any company who has the privilege of hiring him. Allow me to explain.

Nick's attitude and dedication stretch beyond the realm of customer service, making him a valuable team member and a pleasure to work with. Arguably the most impressive quality Nick possesses is his innate ability to adjust to new circumstances.

In conclusion, I would like to express that I am certain Nick would make an invaluable addition to your staff. His ability to adjust to new circumstances, quietly lead by example, and improve upon any work environment he enters makes him an ideal candidate for a customer service position of any kind. Although we are disappointed to see him leave our company, we trust that our loss is truly your gain.

Thank you very much for your time. Feel free to email me at the posted email address if you have any questions at all.



Danny White

Director of Retail Operations – Front Range

Danny.W@ColoradoHelpfulPlace.com

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