

**Niko Kargar**

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**SUMMARY**

Motivated individual who wants to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**SOFTWARE SKILLS**

- Sketch Up
- AutoCAD
- GIS (Geographic Information Software)
- SAP
- POS
- Outlook
- Excel

**EDUCATION**

- Front Range Community College, Westminster, CO  
Associates of Arts in Business January 2021 – Present
- Thornton High School, Thornton, CO  
Graduated May 2015
- BTEC Technical Education, Thornton, CO  
August 2013 – December 2013

**EMPLOYMENT**

**Rausch Sturm LLC**

May 2020 – January 2021 (Laid off due to covid)

- Inbound/Outbound customer service based.
- Helped consumer pay off debt on credit cards and loans.
- Reached out to consumers to help workout a payment plan to get debt resolved.
- Communicated through outlook with different banks in order to come to an agreement to pay off delinquent debt.

**USN Payroll**

December 2019 – March 2020(Seasonal)

- Worked in a payroll department for travelling nurses.
- Managed times and payroll for nurses.
- Provided technical support for the nurses.

**DESIGN CONSULTANT, FLOOR & DÉCOR**

MAY 2019 – December 2019

- Utilized Sketch up to determine customer preferences with materials, layout, purpose, and functionality of commercial and residential spaces.
- Provided estimates and pricing for customer's projects

**DESIGN TECHNICIAN, EN ENGINEERING**

MAY 2018 – JANUARY 2019

- Basic design utilizing AutoCAD
- Interpreted technical documentation including blue prints and construction specifications
- GPS survey, overhead/underground line locating, inspections, testing, and documentation of power distribution, gas distribution, ROW, compressors, and other related facilities
- Reviewed Geographic Information Systems (GIS) for update or conflict
- Coordinated projects for construction across multiple departments to accomplish timely construction and meet customer, crew member or client needs within a negotiated timeframe

**SALES EXPERT, T-MOBILE**

LEFT TO PURSUE A FULLTIME POSITION WITH EN ENGINEERING  
FEBRUARY 2017 – MAY 2018

- Customer service and cellular sales.
- Product knowledge and trouble shooting
- Inventory
- Outbound/Inbound calling

**REFERENCES**

Professional and personal references are available upon request