

# Patrick Nalley

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Seeking a position where I may be challenged in using my skills and be allowed an opportunity for personal growth and development.

## Work Experience

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### **Picker/Packer/Shipper**

Romantix, Inc. - Commerce City, CO

March 2015 to June 2021

#### Responsibilities

Picking and/or packing items for orders. Making boxes, using pallet jacks, shipping with fed ex and ups, preparing boxes for shipment. Driving a forklift. Other responsibilities such as cleaning the warehouse, organizing, and maintaining stock are also a daily routine.

#### Accomplishments

Employee of the year 2020. Multiple times employee of the month. I feel I bring a good work ethic and the ability to learn and excel at my job.

#### Skills Used

Driving a sit down forklift . Computer knowledge. Organization and cleanliness. The ability to stand for long periods of time while also lifting, bending, and twisting.

### **Sales Associate**

Sam's Club

2012 to 2012

1. I provided excellent customer service including product location. I Stocked, zoned, and maintained the aisle's and shelves of my department, also working with palletized freight. I merchandised product by setting up displays and signage. I am also trained and comfortable working a cash register.

### **Freight Associate**

The Home Depot

2008 to 2012

1. I provided product knowledge and excellent customer service. I also handled and stocked daily freight as well as replenishing the shelves from the overhead to maintain in stock items. I spent time working on, and completing, tasks on my own as well as working as part of a team to complete daily goals cleanly and safely. I also have experience working with palletized and other large freight items. I am trained on various types of warehouse machinery without any accidents on my record.

### **Office Assistant**

Anthony D'Arezzo

2006 to 2007

I was a runner, picking up and delivering documents and items to and from clients in a timely manner. I also did data input on computer, filing, answered phones, cleaned, and many other various duties around the office.

### **Assistant**

Sprint Sports Rehabilitation

2005 to 2006

1. I worked directly with patients through various exercises and rehabilitation procedures. Also I answered phones, scheduled patients, and had cleaning duties around the office.

### **Office Assistant**

Eastern Plains Urology Office

2004 to 2005

1. I put together patient charts, filed miscellaneous reports in them, and filed the charts themselves. I also copied medical records, and sent faxes.

## Education

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### **High School Diploma**

Roswell High School

2000 to 2004

## Skills

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- Forklift Operator (8 years)

## Certifications and Licenses

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### **Certified Professional Coder - Apprentice**

April 2023 to Present

## Additional Information

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### Skills

I have outstanding customer service skills due to the service I provided in my previous jobs. I have a working knowledge of other office equipment including, copy machine and fax machine. I also have excellent computer and internet skills and am eager to learn all I can about computers, technology, and different software. I have been trained and certified to operate machinery such as forklift, reach truck, order picker, elec. pallet jack, and elec. ladder. In addition to these skills I learn quickly and work well with others.