

PAUL BROTT

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303 564-7793

OBJECTIVE

A long-term position with a quality organization to utilize my experience, skills, and abilities to learn, grow, and benefit the company.

EXPERIENCE

MOUNT SOPRIS INSTRUMENT COMPANY, INC., Denver, Colorado
Logistics Manager
October 2021 – March 2022

Prepare delicate data logging instruments for international and domestic shipping; prepare detailed paperwork and government filings for international shipments; communications with customers, vendors, shippers, government officials; maintain detailed accounting and other company records; warehouse maintenance, supply ordering, forklift operation, etc.

BARR-THORP ELECTRIC COMPANY / CPI AUTOMATION & CONTROL SOLUTIONS, Denver, Colorado
Warehouse Lead; Warehouse Manager
July 2018 – May 2021

Receipt and maintenance of large inventory of electronic and related products and parts; fulfillment of customer orders; data entry for inventory control; interactions with sales staff, vendors, and customers; training and management of warehouse and delivery employees; warehouse maintenance, supply ordering, forklift operation and maintenance; etc.

MODULAR INTERIORS, INC., Denver, Colorado
January – July 2018

Maintenance of warehouse product stock and storage; installation of office furniture, walls, and cubicles on-site for customers.

LEMONS HEATING & COOLING, Greeley, Colorado
July 2016 – December 2017

Installation lead for fireplace and HVAC installation and related responsibilities on-site for customers; related warehouse responsibilities.

RELATED EXPERIENCE

Data entry; warehouse/shipping work; forklift operation; quality control; assembly; deliveries; installations.

Received several awards as employee of the month and employee of the quarter.

QUALIFICATIONS Excellent customer service, data entry, communication, organizational, management, and people skills. Knowledge of Windows, Office, Outlook, 10-Key. 6+ years forklift experience.

ATTRIBUTES Strong work ethic, quick learner, efficient, accurate, professional, organized and detail-oriented, dependable, versatile, diplomatic, discrete, problem solver, independent worker and team player.

REFERENCES Available upon request.

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REFERENCES

Curtis Baker
Vice President
Mount Sopris Instrument Co, Inc.
Denver, Colorado

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Mike Friesen
Procurement
Barr-Thorp Electric Co./CPI
Denver, Colorado

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