

Paul Torrez

Longmont, CO 80504

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720-684-8050

A great asset to any organization that appreciates loyalty, dedication and a always can do attitude. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Considerate and friendly and cheerful.

Work Experience

Shipping and Receiving, Receptionist

Facilities, Mentor Graphics/Siemens/CBRE - Longmont, CO

May 2000 to January 2024

At Mentor Graphics I started as the Shipping & Receiving person, then took over Facility and Lobby Receptionist duties/responsibilities after that person moved on. Mentor was bought out by Siemens and Siemens then moved all Facility personnel to CBRE where my title was changed to Maintenance Tech . I was basically the Office Manager taking care of all responsibilities for the office. I was referred to as Shipping & Receiving manager and Facilities Manager and Office Manager by all my coworkers, due to all my responsibilities and duties that I performed.

Greeted visitors and provided them with assistance.

Answered incoming calls, took messages, and transferred calls to appropriate departments or personnel.

Maintained a neat reception area by organizing materials and tidying up furniture.

Verified visitors' identification cards before allowing access to the building. Issued temporary Visitor badges.

Assisted in maintaining office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies; verifying receipt of supplies.

Managed all incoming mail distribution, courier services, faxes, and photocopying documents as requested.

Coordinated with vendors for repairs and maintenance of office equipment such as printers or computers. Organized conference room reservations for meetings or events.

Created badges for temporary personnel who entered the building on a daily basis. Or for those who lost or forgot their badge.

Provided excellent customer service at all times while interacting with both internal and external customers.

Sorted incoming mail and directed to correct personnel each day. Including UPS, FedEx, DHL, Amazon packages.

Oversaw office inventory by restocking supplies and purchasing supplies, paper, coffee products, paper plates napkins and plasticware, paper towels, water, site lunches and holiday decorations. Purchased with company Credit Card.

Supervised setup of conference rooms for meetings and office events in common areas.

Greeted visitors entering establishment to determine nature and purpose of visit. Provided hand sanitizer stands/dispensers.

Education

Skyline High School - Longmont, CO

Skills

- Meeting Support Shipping and receiving Guest Reception Material Handler Office Supplies Ordering Stock room clerk Office Supply Inventory Control Machine operator Office Equipment Maintenance Fork lift operator
- Fork lift experience (not certified presently) Assembly and manufacturing Disc drive pre clean lead Package And Mail Receipt Disc drive recon department clean room Mail Distribution Cycle counts, WIP counts, Inventory Office Organization Kit picking/pulling

Certifications and Licenses

Forklift experience - Not certified currently

Driver's License