

**Randy Hale**  
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**Summary:**

Experienced supervisor and honorably discharged veteran seeking a career change with a company that will benefit from a strong work ethic, results driven performance, and dedication to service above self.

**Skills & Software experience:**

Honorably served over 11 years' experience in the United States Army Including 1 year as a manager Served 3 deployments in Support of Operation Iraqi Freedom  
5 yrs. of Professional Sales Experience; 2 yrs. of Phone Experience Establishing satisfying company/client relationships

Drug free with a clean background.

Easily coachable and trainable; certified as a Bradley Fighting Vehicle /Driver /Trainer  
Microsoft Windows 98, 2000, 2003, XP, Vista, 7.0-10 MS Office Suite, POP3 and Email Servers

Exchange, Remedy, OPAL, Customized Proprietary CRM Software, Oracle, Adobe, CGS, Hospitality Suites, Temp Track

**Certifications:**

Safe Serve Certified

Goodwill Forklift Certified

**Professional Experience:**

**Boston O&P Aurora, CO**

Shipping Receiving Specialist December 2024- Present

- Receive and process incoming shipments
- Manage inventory levels and ensure accuracy of stock counts
- Prepare and package orders for shipment
- Coordinate with carriers to schedule pick-ups and deliveries
- Maintain a clean and organized warehouse environment

**E.A. Sween Denver, CO**

Warehouse/ Order Fulfillment May 2024- December 2024

- Order Fulfillment by locating and selecting the specific warehouse items to fulfill the order for various food and retail stores.
- Safely operate pallet jacks, and other warehouse equipment to stack and prepare orders.
- Performing visual inspections of orders to ensure they are correct and ready for shipment.
- Keeping records of incoming and outgoing shipments
- Packing incoming stock away, taking inventory and reporting shortages
- Loading and unloading trucks by using totes, jacks and forklifts.
- Safely complete any duties assigned, ensuring work areas are kept clean, neat and well-organized in the warehouse/order fulfillment environment.
- Ensure compliance with applicable federal and/or state laws.

## **Goodwill of Colorado, Kearney and Federal Stores Denver, CO**

Night Shift Supervisor January 2024- May 2024

- Generally responsible for monitoring the whole retail center and addressing immediate issues of safety, customer focus, product flow and aesthetics either personally or through delegation (aka "Management by Walking Around")
- Employee leadership by manages breaks, redirecting staff/work teams to address call-offs, coaching employees verbally and initial write-ups, provide input to reviews and terminations, facilitates employee purchases.
- Functional leadership tasks in assisting with opening and closing procedures, running verification steps related to the daily sales report paperwork; counting drawers for cashiering and making change between cash drawers and safe; assist with counting, entering, and verifying for inventory processing; forklift trained and certified to replenish and store donation products.
- Customer Focus tasks by planning, coordinating, and controlling the activities of the customer service team; maintain and enhance customer relationships and meet organizational and operational objectives; First point of contact for customer complaints and escalations; Point of contact for turning down donations upon review.
- Cross-training function with maintaining knowledge of store procedures at the proficiency of a generalist with the ability to occasionally fill in for an emergency and knowledge to the level where operations can be maintained in the rare case where no Supervisor, Assistant Manager or Manager is able to be on premises.

## **Swedish Medical Center Englewood, CO**

Receiving Clerk April 2023 to January 2024

- Properly accounting for the location of incoming goods
- Assuring no damaged items are sent or received.
- Comparing packing lists to company purchase orders and ensuring that the products in each delivery match the packing list.
- Collaborating with the marketing department to develop a schedule for assembling and displaying manufacturer marketing pieces on the sales floor.
- Updating the product inventory as products are received and added to the inventory.
- Packaging products for return to vendors and filling out any paperwork necessary.

## **7-11 Stores Denver, CO**

Broadway Part time Store employee- December 2022- July 2023

- Provide prompt and courteous customer service.
- effective communication with customers to drive sales.
- Maintain a clean, friendly customer storefront
- Perform cashier duties; POS and maintain cash control, fuel transactions.
- Check in merchandise deliveries from vendors.

Holly Full time Store Employee -February 2022 to Aug 2022

- Provide prompt and courteous customer service.
- effective communication with customers to drive sales.
- Maintain a clean, friendly customer storefront.
- Perform cashier duties; POS and maintain cash control, fuel transactions.
- Check in merchandise deliveries from vendors.

Hampden Ave Full time – June 2020-December 2020

- Provide prompt and courteous customer service.
- effective communication with customers to drive sales.
- Maintain a clean, friendly customer storefront.
- Perform cashier duties; POS and maintain cash control, fuel transactions.
- Check in merchandise deliveries from vendors.

### **Andersen Windows & Doors Denver, CO**

Warehouse Associate - May 2021 - March 2022

- Load and unload shipments of products and/or materials; record and entering receipts into the database.
- Stage materials for pick-up or shipping.
- Move materials on and off shelves.
- Maintain service parts area; log all incoming and outgoing parts.
- Maintain inventory levels record and report specific usage.
- Understand and meet safety requirements for equipment and tools.
- Help lifting large units as requested, pick up and deliver material when necessary.
- Accept variable work schedules and tasks.
- Deliver needed materials to job sites - DOT certification will be required.
- May help with heavy lifting on installation job sites.

### **VA Hospital - Denver, CO**

Food Service Worker Jan 2015 - June 2018

- Perform duties that require proficiency in special procedures and a broad knowledge of service operations, such as food preparation, dishwashing, dry and refrigerated storage, and food and beverage serving.
- Final check of diet trays assembled by lower grade workers for completeness, correct food temperature, and to verify that food items on the tray are appropriate for the prescribed diet.
- Knowledgeable of special procedures and sanitation principles and knowledge of proper techniques for measuring the volume of dry, liquid, and fat ingredients and in the use of portion control scales.
- Perform routine work independently in accordance with written guides and established policy and assist lower grade employees and provide training on technical work matters.