



REGINALD BERRY

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PROFESSIONAL SUMMARY

Hardworking employee offering 10 years of various work experience. Highly efficient, productive and reliable. Seeking to help companies meet their goals.

SKILLS

- Client and vendor relations
- Project management
- Problem recognition and elimination
- Customer service
- Multi-tasking and negotiation
- Knowledge of electronics and computers
- Accountability for decisions
- Time management skills
- Constantly looking to learn

EXPERIENCE

Low Voltage Cable Tech April 2016 - Current
Premier Electric | Denver, CO

In charge of installing, maintaining low-voltage systems and cables. The most common wiring and cable jobs that I work with are TV and security alarm wiring and cables. Job duties include inspecting cable lines, laying ground cable, repairing poles and towers and driving work vehicles to jobs.

Project Manager June 2014 - April 2016
Martinez Construction | Denver, CO

As a construction project manager my duties were planning, ensuring that projects are completed within a set time frame, disbursing resources, managing staff, ensuring that equipment is available throughout the building project, managing the budget, and communicating with staff.

Warehouse Worker August 2013 - May 2014
J C Penny | Westminister, CO

Prepared orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Maintained quality service by following organization standards. Kept a safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations.

Sales Associate January 2012 - October 2014
Kirby Vacuum | Tulsa, OK

Responsible for traveling to different neighborhoods and suburbs going door-to-door with the goal of selling Kirby Vacuums. I would demonstrate the vacuum and show the customer a presentation of its features. Then convince them to purchase product using a script or persuasive technique, hand out pamphlets, write up orders for merchandise, negotiate prices and create tickets, then occasionally check up on past customers.

Store Manager October 2009 - March 2012
O'Reilly Auto Parts | Tulsa, OK

Was responsible for the maintenance and operation of the store. From customer relations to employee management. I also would work one-on-one with customers to answer questions and find parts matching the make and model of their vehicles. Worked with customers and automotive mechanics to find accessories and order parts for repairs and upgrades to commercial and personal vehicles.

EDUCATION

Massage Therapy June 2010
Heritage College, Wichita, KS