

152 S King ST
(720) 940-5522
Fmontoya2287@gmail.com

Frank Montoya

SKILLS

Communications, fork lift knowledge, organized, quick learner, team player, leader, computer knowledge, excel, word doc, time management, automotive knowledge, customer service, data entry, problem solving, and RV knowledge.

EXPERIENCE

Liva Nova, Arvada, CO – *Shipping and Receiving*

Sept 2022- April 2025

Tasks:

A forklift driver, unload and reload trucks, process and receiving, shipping and delivering, data entry, excel, microsoft word, emailing, communications with clients, internal and external company, safety management and on the board of management, security and proper checks and entry points of the building, safety check on equipment and “medical system”, daily check list on equipment such as fork lift, cherry picker, data equipment, cleaning storage areas, packaging medical equipment, communication with company call center, strong independent worker, team player, and leader.

Arizona Tile/Aero Tech/Pride Staffing, Denver, CO – *Warehouse/forklift operator with boom*

January 2016 – June 2021

Tasks:

As a forklift operator for Arizona Tile I was responsible for checking the forklift before every shift. This would include checking oil, making sure there were no leaks in any hydraulic hoses, all equipment was in its right place. At Arizona tile we drove with a boom on the lift that expands over 8 ft in length to help transport 800lbs to 1500lbs of granite. we would start by setting the clamp on the granite in the center of its length, we would then raise it up for transportation and loading. We were responsible for picking orders for will call

and loading our own company trucks for delivery the next day. I would load the granite on A frames. I say we a lot because this job was a team job. We had to keep a clean lot and warehouse.

Kuni Honda, Centennial, CO – Auto tech, Service Advisor

March 2014 - July 2015- Auto tech

Tasks:

As an auto technician at Kuni Honda. I performed oil changes, transmission fluid changes, brake fluid changes, transfer case and differential fluid changes. I also performed minor repairs like replacing drive belts, alternators, starters, batteries, mirrors, lights, engine and cabin filters. Also had to work at a fast paced and maintain a clean area

August 2015 - May 2016- Service Advisor

Tasks:

As a Service Advisor at Kuni Honda. It was my job to take care of our customers from start to finish as they came and went. It started with the customer walking in. I would greet them at the doors and ask them of their concerns. Then I would take all their vehicle information and take them to my desk, where I would input all their information in the computer. I would now find an answer to where we start to fix any concerns and give the customer information on what we're going to need. I would have to send the vehicle to the shop to get evaluated by a certified technician, after the technician would get back to me that is when I would put together our solution to the customers concerns. Now I would contact the customer with our results and determine what he or she would like to do. If a customer wishes to proceed to fix concerns, I would figure out an estimated time that the repair would be finished and get the vehicle back to the technician. If the customer wishes to not have concerns repaired or after the vehicle is repaired I would have the vehicle ready for customer pick up. Finally when the customer is ready to leave, I would bring them to my desk one last time to go over everything we did or did not do and walk them to their vehicle.

Centerplate/Sports Authority at Mile High Denver, CO- Warehouse

July 2012- September 2016

Tasks:

My job was more than just a warehouse. I had to load all the stands in the stadium with products. (Cups, plates, forks, hot dogs, chicken tenders, burgers, fries, ect.) There was a lot of detail to my job because not all stands are the

same or sell the same product. We would build pellets of product in the warehouse and transport them to the stands using a forklift or tug. We were in charge of making sure we always had enough product for the stadium. During games and events some stands would run out of product, we would have to run product by hand at that time sometimes a stand would double the sale of product so it was up to us to deliver. Also made sure the warehouse stood clean and organized.

Windish R.V Center, Lakewood, CO – R.V Tech/ Lot Tech

January 2009 – June 2012

Tasks:

As an R.V Technician, I repaired everything from floor to roof on the 5th wheel and travel trailers. I am experienced in problem solving and repair, and also had to do paperwork per authorization for warranty and insurance claims. As a lot tech I drove the forklift to bring work to the technicians (pulled Trailers with forklifts and trucks) also responsible for maintaining the lot and appearance. I had to keep the lot organized and clean. So the customers would have a great experience and buy our product.

-I am forklift certified with a sit down fork and have also driven heavy terrain straight mast forklift, and stand up forklifts.

SMC Property Preservation and Restoration/0-Town Property llc.- Lead Tech

March 2006 – December 2008

Tasks:

I went into a foreclosed home for the banks and secured the homes. I also was The Lead so I had to take pictures from top to bottom to insure ourselves that we are at the right property because sometimes there were people still living at some properties. As lead I also had to take pictures of the property's problems and write and submit bids to the banks to repair the problems so it could meet code before it is up for resale. At this point we wait for the banks to approve our bids. When approved we would go back and fix anything from the sprinklers to the roof and fencing to walls etc.

EDUCATION

Green Mountain High School, Lakewood,CO – High School Diploma

August 2001 - May 2005,

References

Ted Halley- Manager

303-912-4397

Scott Mooril- Lead/Supervisor

303-842-5112

Orlando E. - Yard Lead

303-909-3486

