

Gene R. Gordon

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Objective

To get a new position quickly. New and different challenges... where I can help customers and clients on a daily basis. Where I can start soon and get moving to help the business grow.

Education

ASSOCIATES DEGREE IN EET | JUNE 1987| ITT TECH

ITT Tech; 2121 S. Black Hawk Dr., Aurora CO

Associates Degree in EET (Electronics Engineering Technology)

Graduated 1987 with 3.98 GPA, 2nd in my class

HIGH SCHOOL DIPLOMA| MAY 1984|ENGLEWOOD HIGH SCHOOL

Englewood High School, Englewood, CO

Graduated 1984

Experience

AMBASSADOR - SALES/CUSTOMER SERVICE | RMD SIGNS – ENGLEWOOD CO | OCT 2016 TO AUG 2026

3898 S. Jason St., Englewood, CO

- Direct customer service / sales. Sales via Walkin's, phone and emails.
- Mostly Inside Sales - Warm calls and some Outside sales.
- Some sign assembly and help in production area.
- Commercial Real Estate Signage Expert. Providing all information for Install crews.
- Customer care and problem solving.
- Quoting and preparing quotes for customers on all manner of Commercial Real estate signage.
- Responsible for cash and Credit Card sales, key holder opened and closed business.

CLIENT ACCOUNT SPECIALIST | SIGNARAMA - DENVER | MAY, 2016 TO OCT 2016

2200 S. Monaco Pkwy, Denver, CO

- Direct customer service / sales. Front counter, phone and email.
- Cold calls and sales online.
- Helping manufacture and production of signage of many types.
- Some Installation of signage at the customer's location.
- Customer care and problem solving.
- Quoting and preparing quotes for outside sales person.
- Responsible for cash and Credit Card sales, key holder opened and closed business.

CUSTOMER SERVICE/ ORDER CONTROL | NU CRISP IMAGE APPERAL | FEB 2008 TO MAY 2016

601 Perry St, Denver, CO

- Dealing directly with customers taking orders, via front counter, phone and email. Invoicing of orders, putting orders in, helping in shipping of orders.
- Ordering and receiving on PO's.
- Sales and following up with customers. Customer care and problem solving.
- Quoting of jobs and preparing quotes for the owner.
- Inventory and communication with production for scheduling of work.
- Responsible for cash and Credit Card sales, key holder responsible for opening and closing business.

CUSTOMER SERVICE REP | INDOX SERVICES REPROGRAPHICS | APRIL 2006 TO JANUARY, 2008

DTC OFFICE/ BRANCH

- Taking orders via front counter, phone and email. Talking with customers on a daily basis.
 - Processed incoming orders in to production.
 - Shipping and receiving on a daily basis.
 - Customer care and problem solving.
 - Quoting of jobs and follow up with customer.
- Mild helping in production area.

DELIVERY/ PICK UP DRIVER - CUSTOMER SERVICE | INDOX SERVICES REPROGRAPHICS | AUGUST 2003 TO APRIL 2006

DTC office/ branch

- Deliveries and pick up of printed orders and orders for printing.
- Time sensitive deliveries and customer care and direct face to face customer relations.
- In charge of the paper inventory
- Shipping and receiving on a daily basis
- Answered the phone and helped the front counter from time to time.

STRENGTHS

Enjoys a challenge. Quick to learn. Strong person to person skills. Very good verbal communicator with a strong vocabulary. Able to trouble shoot problems to get to the best solution quickly. Served in the Army and the Army National Guard and is honorably discharge from them.

INTERESTS

Semi-professional magician for 40 yrs. Current Dean of the Mile High Magicians Society, Past President and Sgt at Arms for them. Martial arts instructor. 5th degree black belt in Kenpo Karate. Also enjoys reading, movies and spending time with his wife of 41yrs.

REFFERANCES

Can be provided upon request.