

Joshua Humphrey

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I am seeking employment with a company that could benefit from my skill set as well as offer opportunity for growth and advancement.

Authorized to work in the US for any employer

Work Experience

Parts Associate

Peak Kia - Littleton, CO

September 2022 to Present

Duties: Answer phones and provide quotes to retail and wholesale customers. Provide parts quotes by using quote tool XTime for work being performed in-house. Counter sales for walk in customers using DealerTrack and Snap-on parts catalog. Track ordered parts and provide ETA's to customer. Assist with checking in and putting away stock orders. Use forklift to move engines to and from shop and to help unload trucks and to dispose of trash. Conduct bin counts as needed.

Automotive Apprentice

Alpine Buick GMC - Denver, CO

September 2016 to October 2018

Duties: Inspect vehicles and provide estimate for required repairs. Under the supervision of the approved technician perform any repairs approved by the customer. Most repairs were for front end and suspension to include preventative maintenance, tires, and computerized alignments. Update and maintain shop equipment as needed.

Screen Printer/Maintenance Tech

Coda Inc - Centennial, CO

December 2013 to January 2015

Production Duties: Operate and maintain a Dubuit CD/DVD screen printing machine. Silk screen print CD/DVD's using a five color process (W, C, M, Y, K). Mix Sericol spot color inks. Use various machines to create new screens to be printed. Reclaim used screens for next set of prints. Compare incoming discs with a master disc to ensure correct data. Work with Customer Service Representatives for quality control and address any issues with the end product before delivering to customer.

Maintenance Duties: Troubleshoot and repair Dubuit CD/DVD screen printing machine. Perform preventative maintenance on all warehouse equipment to include air compressors, printers, shrink tunnels and general warehouse maintenance.

Production / Warehouse Associate

Student Publishing - Englewood, CO

February 2013 to August 2013

Production Duties: Scan and upload new student books into database. Use Adobe Bullzip PDF printer to create a virtual print out of completed books. Work with Tech department to create Project Fix Tools.

Perform Quality Control on new books utilizing various online Book Fix Tools. Use Adobe Bullzip PDF printer to rebuild and show corrections. Send completed and QC'd files to offsite printer.

Warehouse Duties: Organize and maintain warehouse using forklift, pallet jack, and hand dollies. Build and assemble new product kits for large orders. Pick and pack new internet orders. Use FedEx shipping to send out internet kit orders. Perform monthly inventory counts and report back to office manager.

Screen Printer

Coda Inc - Centennial, CO

July 2012 to February 2013

Duties: Operate and maintain a Dubuit CD/DVD screen printing machine. Silk screen print CD/DVD's using a five color process (W, C, M, Y, K). Mix Sericol spot color inks. Use various machines to create new screens to be printed. Reclaim used screens for next set of prints. Troubleshoot and repair Dubuit CD/DVD screen printing machine.

Manager / Lube Technician

Pit Crew - Littleton, CO

April 2007 to June 2009

Duties: Perform preventative maintenance for rental car fleets to include oil, filter, lube, tire rotations, inventory receiving, customer service, new employee training, review and maintain fleet records, dispatch technicians as needed, responsible for managing business in owner's absence.

Internet Sales Assistant

Burt Toyota - Englewood, CO

April 2004 to January 2007

Duties: Deliver sold vehicles to customer/broker, liaison for financial documents related to vehicle sale, general inside sales support for a team of internet sales representatives.

Education

High school diploma

Englewood High School - Englewood, CO

August 1998 to May 2002

Skills

- Dubuit Silk Screen Printer
- Billing Packet Reconciliation
- Vehicle Maintenance
- FedEx / USPS Shipping
- Auto Delivery / Auto Payment Courier
- PC Computer
- Scheduling / Quotes
- Dispatching
- Postage machine
- Screen Printing

- Customer Service
- Forklift (not certified)
- Adobe Bullzip PDF Printer
- Various Hand Tools
- (Oil, filter, lube, tire rotations)
- Familiar with XTime and Dealertrack (1 year)
- Retail sales
- Customer service
- Sales
- Forklift
- Dealership experience
- Assembly

Certifications and Licenses

Driver's License

Additional Information

References:

Mike Fishel, Alpine Buick GMC 720-227-4004
Genevieve Smith, Student Publishing 720-937-2560
Kirby Werner, Heater Haulers 303-564-7778