

PETER KAYALA

Customer Service

EXPERIENCE

Mar 2024
Aug 2024

AG EQUIPMENT OPERATOR

Kalcevic Farms, Inc. | Bennett, CO

- Managed and operated various heavy machinery and equipment on a farm.
- Performed routine maintenance checks and repairs on agricultural machinery.
- Ensured compliance with safety regulations and procedures while operating equipment.

Aug 2018
Mar 2024

FARMHAND

Witt Farms | Flagler, CO

- 5 + years of experience operating tractors and farm machinery.
- Proficient in planting, cultivating, and harvesting crops.
- Experience maintaining and repairing farm equipment.
- Strong work ethic and ability to work long hours in all weather conditions.
- Heavy equipment operation

Aug 2017
Jul 2018

SANDWICH ARTIST

Subway | Limon, CO

1. Previous experience working in a fast-paced food service environment.
3. Knowledge of food safety protocols and procedures.
4. Strong customer service and communication skills.
5. Ability to work well as part of a team.
6. Experience handling cash transactions and operating a POS system.
7. Familiarity with various types of sandwiches and ingredients.

Apr 2006
Dec 2015

INSTALLER/REFINISHER

Classic Wood Floors | Denver, CO

- 9 years of experience as a Flooring Installer, specializing in hardwood and laminate installations.
- Expertise in sanding, staining, and finishing hardwood floors with 4 years of experience as a Floor Finisher.
- Proficient in using sanding machines and applying polyurethane coatings with 5 years of experience in floor refinishing.
- Knowledgeable in floor preparation, sub floor repairs, and waterproofing systems with 3 years of experience as a Flooring Specialist.

May 2005
Mar 2006

TRUCK DRIVER

CRST | Des Moines , IA

OBJECTIVE

Detail-oriented individual with a proven ability to provide excellent customer support in fast-paced environments.

SKILLS

- Account Management

LANGUAGES

- English | Intermediate

- Performed pre-trip and post-trip inspections to ensure the safety and functionality of the vehicle.
- Delivered goods to various locations in a timely and efficient manner.
- Maintained accurate logs of driving hours, miles driven, and deliveries made.
- Adhered to all traffic laws and regulations while on the road.
- Handled paperwork and invoices associated with each delivery.
- Communicated effectively with dispatchers and customers to coordinate delivery schedules.

Mar 2000
Sep 2004

ROUTER/DISPATCH

OfficeMax Distribution | Denver, CO

- 4 years experience as a Router/dispatch for an office supply distribution center.
- Handled scheduling and routing for daily delivery .
- Processed online orders.
- Informing clients on delivery charges if the product had to be shipped via another courier.
- Promoted within the company to this position from the warehouse.
- Picked and pulled orders for delivery.
- Operation of UPS shipping computer program
- Experience filling out overseas waybills

Jan 1997
Feb 2000

SALES SUPPORT

Advertising Impressions, Inc, | Denver, CO

- Assisted sales team with prospecting and lead generation.
- Managed client accounts and provided support for advertising campaigns.
- Answered phones and transferred to correct sales associate
- Took orders over the phone, data entry and proofing.
- Acted as a liaison between client and promotional Advertising manufacturer

May 1993
Dec 1996

PERSONAL ASSISTANT

Davis Incentive Group | Dallas, Tx

- Handled customer inquiries and complaints in a professional manner.
- Resolved customer issues effectively and efficiently.
- Provided excellent communication and problem-solving skills for customer satisfaction.
- Collaborated with team members to ensure smooth operations and excellent customer experiences.
- Assisted customers with product information, orders, and returns.
- Maintained a monthly inventory spreadsheet of product on hand
- Took orders via phone and or faxed.
- Shipping and receiving experience.
- Provided sales support in the promotional advertising industry

May 1990
May 1993

HOSE ASSEMBLER/SALES

Superior Airparts, Inc. | Addison, Tx

- Performed assembly of hoses according to specifications and safety guidelines in an FAA approved shop.
- Inspected finished hoses for quality control purposes.

- Operated machinery and equipment to cut and crimp hoses as needed.
- Maintained a clean and organized work area to promote safety and productivity.
- Troubleshoot and resolved issues with hoses during the assembly process.
- Followed instructions from supervisors to meet production goals and deadlines.
- Promoted within to sales/ front office
- Inventory control to keep parts on hand for assembly in a timely manner

EDUCATION

1989

VOCATIONAL

1990

Texas Aero Technical School | Dallas, TX

Studied airframe mechanics to obtain a A & P License