

# Ricardo Valdes

## Honest and Reliable

Greeley, CO

rickyv911@gmail.com - 9703246363

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Facilities Management

University of Northern Colorado - Greeley, CO -

2017-04 - Present

Keep facilities operational. Driving of company vehicles. Servicing fire extinguishers. Servicing panic alarms. Setting and taking down events. Stripping floors, waxing floors, general cleaning, leadership duties. Customer service. Holder of keys.

### Machine Operator

ATF - Firestone, CO -

2016-09 - 2017-05

Operate heavy machinery, tailor parts to specific sizes and standards. Read and understand manuals. Authorized to use laser to engrave classified serial numbers. Clean machines.

### Groundskeeper/Landscaper

Christ Church - Greenville, SC -

2016-01 - 2016-08

Maintenance for facilities. Setup of indoor and outdoor events/programs. Landscaping of cemetery and grounds: tending to gardens, edging, removal of trees, planting of trees and flowers. Climbing ladders and restoration. Heavy lifting and moving. Driving of company vehicles and delivery of mail. Holder of keys and responsible for locking facilities.

### Cook

Zoe's Kitchen - Greenville, SC -

2016-01 - 2016-08

Cooking in a fast paced environment. Learning recipes. Cleaning. Closing the store.

### Contractor

Staffmark - Anderson, SC -

2015-06 - 2015-12

Responsibilities

Cooking. Cleaning. Team work. Customer service. Heavy lifting, moving.

Accomplishments

Finish all tasks for the day.

Skills Used

Diligence, compassion, helpfulness, promptness, respect.

**Delivery Driver**

Papa John's - Clemson, SC -

2014-08 - 2015-04

Responsibilities

Clean, prepare orders, answer phones, delivery orders, driving

Accomplishments

Displayed excellent customer skills as well as exceptional driving.

Skills Used

Driving, preparing orders, answering phones, handling cash and tips, cleaning.

**Candy Maker**

Mom & Pop's Candy - San Bernardino, CA -

2014-02 - 2014-06

Responsibilities

Prepare and make batches of candy. Clean equipment, wrap and delivery merchandise.

Accomplishments

Make excellent sweets.

Skills Used

Cooking, diligence, precision, working well with others; teamwork.

**Officer**

Wyoming department of corrections - Rawlins, WY -

2013-10 - 2014-02

Maximum security prison. Use proper procedure and protocol to maintain a safe facility while dealing with inmates. Understand ethics and codes. Driving of company vehicles. Holder of keys.

Skills Used

Responsibility, alertness, dependability, diligence, and intelligence.

## **Sales Associate**

TJ Maxx - Algonquin - Algonquin, IL -

2013-01 - 2013-06

### Responsibilities

Greet And meet customers. Sell and up sale merchandise. Handle cash or receipts. Fold clothes, stock merchandise. Closing and opening store.

### Accomplishments

Did my best to help the store.

### Skills Used

Diligence, respect, promptness, and honesty.

## EDUCATION

### **No degree in Medicine & firefighting**

Elgin Community College - Elgin, IL

2011 - 2012

### **Diploma in General education**

Harry D Jacobs High School - Algonquin, IL

2007 - 2009

## SKILLS

Computer Skills, Microsoft office, Microsoft Word, Customer Service

## CERTIFICATIONS/LICENSES

### **EMT-B**

2009-01 - 2015-06

EMT-B (basic) (Illinois)

### **CPR certified**

2011 - Present

CPR (basic CPR protocol)

## ADDITIONAL INFORMATION

Short stints due to traveling the United States when I was younger. Notice: California, Wyoming, Illinois, South Carolina, Colorado.

