

Richard Rose

Westminster, CO

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(303) 475-1029

Authorized to work in the US for any employer

Work Experience

Customer Service and Warehouse

SCHNELL NORTH AMERICA - Commerce City, CO

January 2020 to March 2020

Responsibilities included assisting customers with parts orders and distribution, general warehouse duties including shipping and receiving, forklift operator.

Distribution Center Runner

NATIVE ROOTS - Commerce City, CO

June 2019 to January 2020

Responsible for supplying necessary equipment and materials for the efficient operation of the various departments in the distribution and grow warehouse. Warehouse, dock and inventory work.

Office Assistant and Investigator

GARSCIN LAW P.C - Golden, CO

January 2018 to January 2020

Part Time Position. Performed general office administration work. Responsible for handling confidential legal documents, Client meetings to facilitate case review. Performed case investigation, including interviewing witnesses, serving subpoenas, photographing scene locations and obtaining records.

Warehouse Worker and Quality Control

GUNSLINGER CUSTOM PAINT - Golden, CO

October 2018 to December 2018

Inspect and package products; Shipping and Receiving, Warehouse Distribution; Operation of forklifts and pallet jacks.

Customer Service and Cashier

OASIS SUPERSTORE - Wheat Ridge, CO

April 2018 to August 2018

Customer Service, Cashier, and Inventory Control

Warehouse Worker

FLOOR AND DÉCOR - Arvada, CO

November 2017 to December 2017

Warehouse & Dock Worker; Unload Shipments of products manually and with Forklifts and Pallet jacks; and Maintain accurate records for inventory control. Seasonal Position.

Investigator

STEENROD, SCHWARTZ AND MCMINIMEE - Denver, CO
March 2013 to August 2017

Perform investigations for the Public Administrator, Secure homes, Conduct records searches, Liaison with the Denver Medical Examiner, Denver Sheriff's Office and Denver Police Department.

Investigator and Process Server

RR INVESTIGATIONS - Westminster, CO
July 2010 to March 2013

Investigator working in all phases of criminal investigation and mitigation development. Locate and interview witnesses, serve subpoenas, document meetings and photograph locations. Complete detailed and accurate reports in an efficient and timely manner.

Internship and Training

The Law Offices of D.R. Jones and Public Defenders Office
August 2009 to July 2010

Completed training and internship hours as in Criminal Defense Investigations.

Customer Service and Sales

FMH - SOUTHWEST EQUIPMENT SALES - Denver, CO
March 2002 to July 2009

Customer Service in a busy parts department; Answer phones, take and process customer orders. Responded to customer inquiries, questions or complaints regarding products. Responsible for Inventory, Shipping and Receiving and Warehouse process.

Education

High school diploma

Skills

- Customer Service and Sales
- Office Assistant
- Inventory
- Warehouse
- Forklift Driver
- Computer Skills: Microsoft Office Programs, UPS Shipping; FedEx Powership Basic GIS Indexing Digital Documents; ICCES and CoCourts
- Order Picking
- Pallet Jack
- Warehouse Distribution Experience
- HazMat Training and Safety Response Team
- Shipping and Receiving
- Warehouse Management
- ArcGIS
- Warehouse Supervisor Experience

