

Rick Valencia

Manager on duty - Mattress Firm

Greeley, CO

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WORK EXPERIENCE

Manager on duty

Mattress Firm - 2015-10 - Present

Avago a manufacturing job in a clean room environment producing 2015.

Wafers for cellular products

QA and Trainer

Vestas Americas Brighton Co - Brighton, CO - 2014-02 - 2015

Sent to the UK to learn a new product specifically to learn the trimming and quality aspects of the product; I then was charged with initial inspections, trimming and repairing as required while training other employees the same. This includes following dawning and repair specifications.

RFG Manufacturing Loveland Co - Loveland, CO - 2013-07 - 2014-02

Loaded machines with packaging materials

Inspected finished product for defects in workmanship and printing quality

Sales and Service Consultant

Comcast Greeley Co - Greeley, CO - 2010-06 - 2013-07

Opened and closed the store as scheduled.

Had face to face contact with customers dealing with all aspects of Comcast services, billing, equipment issues and sales and service of new and existing customer

This position requires the handling of payments

Scheduling of trouble calls as well all other customer problems as needed also cash handling and balancing of cash drawer at the end of shift.

Lakeshore Staffing - Englewood, CO - 2010-02 - 2010-06

Hired to help Comcast with it changing from an analog signal to a digital signal which required the issuing of new equipment to customers

In this role I accessed customers accounts to issue and add equipment and billing codes to customers account.

I was offered a position with Comcast during my temporary assignment.

Bartender

Farmers Inn LaSalle, CO - 2008-12 - 2010-02

Taking customer orders for both food and drink

This involved order entry, delivering of food tickets for preparation and pick-up and delivery of food to customers when order was ready as well as taking payment.

I also took all carry out orders and packed them for the arriving customers

Opening and closing procedures which included stocking and bar prep as well as cash drawer reconciliation.

Sales Representative

Cricket Communications - Greeley, CO - 2008-04 - 2008-12

I worked with the manager and assistant manager in opening the store from set-up of fixtures and displays to merchandising and stocking of inventory.

I helped with training of staff and along with the managers was responsible for the opening and closing of the store.

I worked with our customers in their choices of equipment and services.

Staffing Companies - Denver, CO - 2007-06 - 2008-04

In this position working for HP I was responsible for researching customer accounts to check if the customer had the correct diagnostic software contracts in place and to facilitate the sales procedure by guiding the customer to the correct sales representative within HP

Worked at Coors. RMMC and various positions including, printing, palletizing, body makers and quality control of 16 oz. can production;

Installer

Self Employed LaSalle, CO - 2006-12 - 2007-06

I went into business for myself installing ceramic tile and wood flooring for homeowners wanting remodeling upgrades.

Operator

Asphalt Paving Co - Golden, CO - 2006-03 - 2006-12

I operated Scrapers, Back hoes, front loaders and performed other duties as needed to ready residential developments for street paving. This included shooting grade, removal and replacement of manhole covers and water valves, using shovels, picks, jack hammers and tampers. This position required great teamwork and coordination among team members due to the small areas worked in and the large equipment used, gave the possibility of injury or even death if the team members were not all on the same page in the minor day to day duties.

Retail Analyst

EchoStar - Englewood, CO - 2004-08 - 2006-03

Interacted with dish retailers who had questions on interpretation of business rules as they applied to payments

EDUCATION

Valley High School Gilcrest - Gilcrest, CO

SKILLS

TIME MANAGEMENT

ADDITIONAL INFORMATION

PERSONAL SKILLS

- Decision making
- Task prioritization
- Time management
- Negotiating