

## **RODRICK LEECAN**

**15000 Robins Drive, Denver, CO 80239**

**C-720-249-7376 H-303-307-9560- Terrell1127@live.com**

### **PURPOSE:**

To find a career that offers not only great benefits, but competitive wages. A place that I can learn new things and excel at while using my Military training to help the company. An ideal job environment would be one I can apply the skills that I currently have in a positive and motivational way. A career that I can be both proud and fulfilled with. Striving to find a career where it is not just work, but a family I could grow with!

### **SKILLS & ABILITIES**

#### **Honorably Discharged Veteran**

Management-Personal Account Manager/ Warehouse Manager/ Assistant Service Manager:

Human Resource- Microsoft Word and Excel:

Hazmat Certified- Hazardous Material Handler:

Construction-Metal Erector/Ironworker-Carpenter

### **PROFESSIONAL EXPERIENCE:**

#### **American Auto Shield/Carshield; Automobile Insurance Claim Adjuster:**

Received inbound calls to initiate automotive mechanical breakdowns. Would get all info from licensed repair facilities about vehicle breakdown i.e part numbers, part pricing, and labor hours. Depending on the contract that the customer would have, I would either start the claim or deny the claim immediately. Once a claim is initiated, depending on the parts needed and the amount of the repair itself, I often would set an inspection on the vehicle to verify the cause of failure to the components through a third party inspection agency. While waiting on the inspection report to be returned, I keep the customer well informed on the process of the claim and would advise customer on what their certain contract pertains too. If needed, rental or towing would be accommodated by the company in order to make sure customer still has a way of transportation. Once the inspection report is returned, the claim would then be processed as to whether or not all parts would be replaced, or show if there was a failed component at all. At that time I would either authorize or deny the claim pending the inspection findings.

#### **Mesa Logistics; Warehouse Administrator and Commercial Lead:**

**November 2015- October 2018**

Report to Operations Manager /Assistant Terminal Manager and/or Warehouse Manager Lead, guide and direct dock employees as needed. Mover suite and Windfall system certified. Promotes quality excellence and execution within the operational teams to improve overall quality, productivity, cost, and customer satisfaction. Partners with and provides support to suppliers, operations, engineering, asset care, quality teams and customers. Supplied and maintained required hand tools. Cross trained employees on proper receiving of Commercial and Household Good products that come onto dock. Accountable for the management of an efficient, clean and safe LTL operation to include dock planning and set up schedules. Enforce understanding and compliance with all Company policies and procedures; safety rules and government regulations. Involved in and makes recommendations in the hiring and termination processes. Administer and carry out assigned portions of the Warehouse Business plan as set forth by the Operations Manager. Review and revise schedules to increase efficiencies and to lower cost. Responsible for equipment assignment and movement (trailers and tractors) in collaboration with other supervisors/leads. Responsible for proper communication to customers via phone, fax or email. Oversee and responsible for all paperwork associated with the dock to ensure it is handled timely and correctly by employees.

**Colorado Mechanical Insulation; Warehouse Manager:**

**November 2014- April 2015**

Managed warehouse for over 80 insulators. Was responsible for shipping and receiving of products for construction sites. Performs record keeping duties as required under the direction of management. Rotates through workstations as needed for coverage, relief, and training purposes as required in conjunction with on-the-job training. Measured and cut insulation or firestopping equipment for jobsites. Kept a daily log of maintenance and miles of over 16+ vehicles. Delivered proper equipment and materials to and from construction sites and upkept maintenance of equipment. Managed a daily log of all equipment and supplies in the warehouse. Maintained building appearance both in and outside of warehouse. Had weekly safety meetings on proper procedures and PPE on different job sites. Responsible for ordering all materials needed for warehouse, crew members, and job sites.

**Jim Norton Toyota of OKC; Assistant Service Manager/ Service Writer  
Lube Technician August 2012-March 2014:**

Managed a team of 9 service technicians servicing customer's vehicle needs. Completion of a 29 point inspection done on each customer's vehicle. Customers would receive prices and quotes on parts and labor. A Repair Order would then be created listing out all the services the customer had approved to be done. Actively identify, coach, develop, motivate and support employees so that they can provide superior service to every customer. Create a climate in which people want to do their best. Set clear objectives for the service department and for each employee, and monitor progress and track results. Create a Repair Order listing out all services needed for customer's vehicle. Establish and maintain effective relationships with customers, business partners, staff and members of the community.

**Colorado Army National Guard; Human Resource Specialist  
Temporary Technician, Officer Personnel Management:**

**July 2008- January 2010 End of Contract.**

Prepared, updated and maintained 2-1's for over 630 officers in the COARNG. Created newly appointed commissioned and warrant 2-1's and forwarded all documents to Soldier upon completion. Coordinated requests for 2-1 updates to include forwarding 2-1's for Soldier review and scheduling appointments. Updated 2-1's with all new incoming data. Converted 2-1's from floppy disk to shared drive. Assisted Officer Records Manager with DA Boards and Federal Recognition Board preparation. Scanned, indexed, and validated all permed documents. Updated SIDPERS database with all incoming awards data. Created Area of Concentration letters for all newly SSI/MOS qualified commissioned and warrant officers. Reconciled evaluation reports pertinent to the State. Applied knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitioned and maintained office supplies, blank forms, and publications. Prepared and maintained functional files.

**Colorado Army National Guard: Petroleum Supply Specialist (1 Weekend a Month)-(18 Month Deployment)**

**March 10TH, 2004- March 10TH, 2010 Honorable Discharge:**

Tested and cleaned fuel and petroleum products for ground and air vehicles. Performed aqua glow test daily on all fuel products. Ran monthly Millipore test on all fuel trucks, which tested the filter separator. Performed daily PMCS on all vehicles and refueling equipment. Set up AFARE and FARP refueling points. Refueled rotary and non-rotary wing helicopters and all ground vehicles. Guided helicopters onto the flight line for refueling and supplies. Trained and prepared for overseas's deployments and state emergencies. Performed security and counter measure operations to defend against the enemy.

**EDUCATION:**

Studied at Metropolitan State College of Denver, Denver Colorado (2007-2009) General Studies

Studied Central Texas College, Ft Hood Texas, (Associates of Science Degree) 2006  
Rangeview High School, Aurora Colorado, Graduated 2005

**ACCOMPLISHMENTS:**

Army Achievement Medal  
National Defense Service Medal  
Global War on Terrorism Service Medal  
Iraq Campaign Medal  
Armed Forces Reserve Medal w/M-device  
Overseas Service Ribbon  
Army Service Ribbon  
Active Service Medal  
Army Lapel Button  
Time of War Service Ribbon  
Foreign Deployment Service Ribbon

**CERTIFICATIONS:**

Hazmat Certified, Forklift certified( Standing and sitting), Electric standing pallet( single and double),BOBCAT, Scissor Lift, and a Boom truck/lift.