

# Sean Smith

Lakewood, CO 80232

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- Mechanically Inclined
- Forklift/ Order Picker
- Customer Service
- Team Lead
- Inventory/Data Entry
- Delivery Driver
- Experience providing communication involving ETAs.
- Team leadership/teamwork, multitasking, and hitting deadlines.
- Utilizing computer programs and data entry.

Authorized to work in the US for any employer

## Work Experience

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### **Shop Tech/Shuttle Driver/Team Lead**

Loveland Ski Area-Loveland, CO

October 2023 to Present

- Operated a shuttle bus to transport guests around the resort.
- Occasional snowboard instructor.
- Occasionally Led and coached a team of cashiers in the rental shop.
- Interacting with guests, preparing skis and snowboards.
- Handling customer contracts via a computer program.

### **Delivery Driver/Warehouse**

TireHub-Manassas, VA

December 2020 to October 2023

- Communicated ETAs with customers and dispatch.
- Delivered tires to customers using a company van.
- Made sure inventory was accurate using an in-house inventory program.
- Prepared Will Orders for customers using a forklift or order picker.
- Handled work orders for delivery.

### **Machine Technician**

B. Braun Medical Inc-Allentown, PA

December 2017 to November 2020

- Taught machine operators how to use equipment with in-depth demonstrations
- Utilizing Microsoft Excel, accurately entering machine part data and productivity.
- Used SAP warehouse inventory program to locate materials. Retrieved items with a forklift
- Identified maintenance and repair issues through visual inspections, troubleshooting, and computer-assisted diagnostics.
- Diagnosed problems by analyzing testing results, machine error messages, and information obtained from operators.

## **Machine Technician**

Pennstainless Products-Quakertown, PA

January 2012 to November 2017

- Operated chop saw to cut to correct measurement for the customer.
- Handled paperwork, Bill of lading, shipping, and receiving.
- Used forklift and order picker to retrieve materials from inventory to pack for customers.
- Adapted to changing work orders and production requirements to produce high-quality results.
- Leading and Collaborating with Co-workers to hit designated ETAs

## Education

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### **High school diploma**

Freedom High School - Bethlehem, PA

December 2006 to December 2010

## Skills

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- Technical troubleshooting
- Data Accuracy
- Data Entry
- Microsoft Office
- Attention to detail
- Error identification
- Team leadership
- Delivery driving (4 years)
- Forklift (5 years)
- Cherry picker (5 years)
- Order picker (2 years)
- Microsoft Excel (2 years)
- Driving
- Warehouse experience
- Security (1 year)
- Manufacturing

- Calipers
- Micrometer
- Communication skills
- Organizational skills
- Computer skills
- Time management
- Shipping & receiving
- Materials handling
- Load & unload

## Certifications and Licenses

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### **Forklift Certification**

### **Pallet Jack Certification**

## Assessments

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### **Customer focus & orientation — Proficient**

April 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Attention to detail — Proficient**

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Project timeline management — Proficient**

April 2021

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

### **Mechanical knowledge — Proficient**

June 2022

Understanding and applying mechanical concepts and processes

Full results: [Proficient](#)

### **Warehouse safety — Proficient**

May 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

### **Data entry: Attention to detail — Proficient**

August 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Sales skills — Proficient**

April 2021

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Technical support — Proficient**

September 2023

Performing software, hardware, and network operations

Full results: [Proficient](#)

### **Customer service — Proficient**

April 2021

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Proficient**

April 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Work motivation — Proficient**

May 2021

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

### **Delivery driver — Proficient**

July 2023

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

### **Food safety — Proficient**

July 2023

Knowledge of proper food and equipment handling safety measures

Full results: [Proficient](#)

### **Forklift safety — Proficient**

October 2023

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

October 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

## **Automotive maintenance — Proficient**

June 2022

Knowledge of vehicles, vehicle maintenance, and repairs

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.