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Objective

Obtain an entry-level position within a corporation that will allow for upward mobility and personal and professional growth.

Relevant Skills

- Works well in a team environment or independently
- Incredibly goal oriented
- Comprehensive understanding of inventory control and stock status reporting
- Strong Customer Support

Work Experience

Staples Warehouse - Brighton , Co FC1

January 2012 - Present

- Preparation of correct box sizes with packing slips, shipping labels and correct warning label
- Knowledge of Kiva Systems and PKMS operations of picking correct product for the orders
- Ensuring that all packages will be delivered with no damages and to correct locations

Saros Construction – Firestone, CO Apprentice

November 2011 – January 2012

- Assist in the demolition effort in new construction, home renovations, and remodeling
- Pick up and transport materials from source to the site
- Serve as an apprentice builder on project sites
- Responsible for ongoing clean up effort during the project and upon its completion
- Facilitate the project completion by ensuring all materials are collected, organized and properly maintained

Longmont Tree Farm – Longmont, CO Cashier

April 2011 – October 2011

- Customer Facing position – assisted customers in tree selection, loading vehicles, problem resolution, and making relevant recommendations
- Served as a mentor to new hires to help them with company policies and procedures
- Served as resident computer expert
- Responsible for both opening and closing the store unsupervised
- As a cashier, had overall responsibility for reconciling the drawer at open and close, settle credit card transactions, run end of day statements

UPS – Longmont, CO Driver Assistant

October 2010 – December 2010

- Assisted the driver on deliveries
- Organize packages on truck by delivery route
- Package scanning and tracking with UPS software

TLC Animal Hospital – Longmont, CO Vet Tech

July 2009 – August 2010

- Surgical suite preparation
- Pre-Surgical preparation of animals
- Post-Op monitoring of animals
- Responsible for cleaning and sterilizing surgical supplies
- Inventory Control of general supplies, medication, food product
- Customer facing position