

Stephen Voto

Hardworking, goal-oriented Professional

Denver, CO

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7207052500

Reliable, hardworking skilled professional seeking to obtain a position in Denver, Colorado and surrounding areas, as I will be moving to the area once I reach my end of active service date with the Marine Corps. Will utilize knowledge and skills gained from my military experiences in order to further the growth and mission of an organization. Excellent listening skills and customer service oriented. Punctual and personable with strong critical thinking and communication skills.

Willing to relocate to: Littleton, CO

Authorized to work in the US for any employer

Work Experience

Saw Operator

Hillen Corporation - Commerce City, CO

June 2020 to Present

Assist saw cutters in all concrete cutting and coring operations

Experience with Use of slab saws, hand saws, and core drills

Ground penetrating radar scanner for company

USMC

2d Combat Engineer Battalion - Camp Lejeune, NC

February 2016 to Present

Design, plan, and construct concrete and wood structures.

Practiced safety in all operations especially when constructing, emplacing, and detonating explosives.

Identification of potential hazards and practice removing said hazards to provide safety and mobility for follow on forces operations.

Experience working ground penetrating radar mine detection systems-both hand held and vehicle mounted.

Ample experience in quick decision making and exercise of good judgement in high pressure situations.

Counsel and mentor subordinates, fostering leadership potential and professional development.

Effectively executed a variety of missions, remaining flexible and demonstrating superior performance compared to peers of same rank.

Operated and maintained 100% accountability of over \$300,000 worth of equipment to include, night vision goggles, rifles, machine guns, radios, mine detection equipment, and route clearance vehicles and assets.

Constantly inspected unit equipment for operation and 100% serviceability.

Planned, conducted, and supervised a physical fitness regime, improving the physical fitness of over 20 personnel.

Acted as primary safety officer on a variety of live fire demolition and machine gun ranges, ensuring all personnel were trained on safety procedures with 0 incidents.

Extreme attention to detail in all operations.

Efficient in Microsoft Word, Excel, and PowerPoint.

Maintain a professional appearance at all times and utilize professional communication skills when interacting with superiors, peers, subordinates, and vendors.

Papa Johns Assistant Manager

Papa John's Pizza - Goshen, OH

September 2012 to February 2016

Assisted General Manager in all restaurant operations.

Consistently ran shifts (open or closing) without supervision of superior.

Efficiently managed time of employees in accordance with amount of business restaurant revived on any given day.

Constantly remained on call during off days.

Remained flexible and reliable to fill rolls when staff was short.

Kept 100% accountability of store assets and money management.

Conducted regular inventories of store to ensure proper resources needed were ordered on future shipments.

Professionally and effectively dealt with customer complaints to ensure complete satisfaction.

Education

High school or equivalent

Goshen High School - Goshen, OH

August 2012 to May 2015

Skills

- Microsoft Office (4 years)
- Customer Service (5 years)
- Communications (8 years)
- Management Experience (6 years)
- Training & Development (3 years)
- Mathematics (4 years)
- Safety (6 years)
- Time Management (8 years)
- Assistant Manager Experience (4 years)
- Supervising Experience (4 years)
- Quality Assurance (4 years)
- Basic Computer Skills (3 years)
- Leadership Experience (6 years)
- Phone Etiquette (4 years)
- Google Docs (8 years)
- Logistics (4 years)

- Project Management (4 years)
- Mentoring
- Military Experience
- Microsoft Word
- Restaurant Management
- Mentoring
- Microsoft Outlook
- Microsoft Word
- Military Experience
- Presentation Skills
- Recruiting
- Assembly

Military Service

Branch: United States Marine Corps

Service Country: United States

Rank: E-4

February 2016 to May 2020

See above