

# Sterling Davis

Broomfield, CO

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+1 720 791 9071

Authorized to work in the US for any employer

## Work Experience

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### **Two men and a truck**

TWO MEN AND A TRUCK® - Thornton, CO

September 2020 to Present

Help customers move from one place too another. Truck sizes vary. Depends on how big the moves are.

### **Receptionist**

Visible Voices, Inc

August 2017 to December 2018

Respond to telephone and e-mail inquiries about services

- Maintain electronic and paper files
- Support all office staff by assisting with other administrative duties
- Managing mailing or distribution lists as needed

### **Assistant Manager**

Splash N Dash Car Wash - Westminster, CO

May 2016 to July 2018

Assist in scheduling

- Customer service
- Maintaining equipment and supplies for crews
- Physical labor
- Answering business inquiries via phone
- Inventory

### **Appliance transporter**

Mountain High Appliance - Denver, CO

## Education

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### **High school**

## Skills

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- Microsoft office (2 years)
- Receptionist
- Data Entry

- Filing
- Scheduling
- Outlook
- Microsoft
- Microsoft Word
- Organizational Skills
- Customer Service Skills
- Inventory
- Flatbed
- Otr Driver
- Driving Experience (4 years)
- Box Truck Experience (3 years)
- Commercial international driving experience/ one step below CDL (3 years)
- Have my drivers license (3 years)
- Delivery Driver Experience
- Tractor-Trailer
- Load & Unload