

Steven Ruiz  
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## Work Experience

### **1. Property Management**

**Meadowlark Senior MHP-Loveland**  
**70 Units**  
**August 4, 2020-Present**

### **2. Landscaper/Driver**

Green Thumb Landscaping - Colorado Springs, CO  
February 2018 to July 2020  
(Was released because of Covid-19, Moved from Colorado Springs to Love)

1. I did landscape demos and new installs,
2. snow removal

**Managed** 2 Apartment Complexes and 2 Mobile Home Parks over the yrs. 3 maintenance personal worked under me. Also lived on property and did maintenance work when staff was not on duty.

**Warehouse Clerk**, supervised shipping and receiving.  
Drove gas/electric forklifts, floor jacks. Etc. 2yrs

## Education

**Certificate of Completion in Computer Drafting**  
Pueblo Community College - Pueblo, CO  
August 2006 to September 2008

### **Associate in Business**

Jessup Community College - Jessup, Georgia  
September 1990 to September 1992

### **Paralegal Certificate**

Blacks Law School Texas  
Completed Correspondent Course  
June 1988 – Jan. 1990

### **High school**

Hackettstown High School - Hackettstown, NJ  
January 1972 to April 1976

## Skills

- Property Management (Office Administrator)
- Landscaping
- Mowing
- Lawn Care
- Horticulture
- Microsoft Office (10+ years)
- Maintenance (10+ years)
- Fork Lift Operator (25yrs)
- Carpentry (46yrs)

## **Certifications and Licenses**

### **Industrial Housekeeping**

May 2012 to Present  
From Department of Labor

### **Computer Operator**

May 2011 to Present  
From Department of Labor

### **Computer Information Systems (Microsoft Office)**

January 2008 to Present  
From Colorado education Center

### **Career Foundation Construction (All areas of construction/Safety)**

May 2017 to Present  
From Pueblo Community College