
THOMAS DAVIS

Westminster, CO ♦ 303-880-6879 ♦ tdavis52392@gmail.com

PROFESSIONAL SUMMARY

Hardworking, dedicated, and honest individual seeking a responsible and challenging position that will provide for continued professional career growth while leveraging and building upon current skills and experience.

SKILLS

- Licensed Emergency Medical Technician
- MS Office Suite
- Microsoft OS
- Apple iOS
- Building, Carpentry, & Construction Trades
- Strong Written & Verbal Communication
- Billing
- Strong Verbal and Written Communication
- Inventory Management procedures
- Logistics Management

WORK HISTORY

OPERATIONS/LOGISTICS COORDINATOR, October 2018- September 2019

Power Solutions – Chattanooga, TN

- Successfully organized and carried fleets of semis carrying \$10M+ of inventory from the port of Houston to oil rigs throughout the US. Received and processed orders. Coordinated and executed inspections. Managed and reconciled billing of inventory, including Tally and MTR retrieval. Organized and delegated shipments, yard to yard transfers and rig returns by semi-trucks, hotshots, and forklifts. Managed all logistics relating to life-cycle of the product, from product development and transportation, through final delivery to customers. Provided professional, timely and diligent service to all customers by answering questions and maintaining thorough records.

FACILITIES CRAFTSWORKER, May 2015- September 2018

City Of Arvada – Arvada, CO

- Performed general construction, remodeling, maintenance, and improvements to numerous city government facilities and grounds, including: framing, drywall, painting, carpentry, flooring, cabinetry, electrical, and plumbing. Included major remodels of City Hall office space and kitchens, City Hall Annex, Lake Arbor Golf Clubhouse, West Woods Golf Clubhouse, Arvada Center for the Performing Arts, Police Sub-stations, and Historic Olde Town Chamber of Commerce facility, among others.

CITY STORESKEEPER, August 2017- January 2018

City Of Arvada – Arvada, CO

- Maintained and managed store operations in support of all City Departments, Divisions, and field crews. This position conducted ordering, receiving, inventory, and delivery of a wide variety of tools, equipment and supplies used across the entire enterprise for a city government of 675 employees and population of 115,000.

SERVICES TECHNICIAN, May 2014- May 2015

City Of Arvada – Arvada, CO

- Managed processing and delivery of all incoming and outgoing packages and mail throughout 21 separate City facilities serving 675 employees

EDUCATION

Business Administration Coursework

Metropolitan State University of Denver - Denver, CO

August 2010- May 2011

Medical Services Coursework

Red Rocks Community College - Denver, CO

January 2017- July 2017

High School Diploma

Standley Lake High School - Westminster, CO

Graduated May 2010

CERTIFICATIONS

National Registry of Emergency Medical Technicians (#E3340475)

REFERENCES

- **Thomas Evans**- GM of Operations and Logistics, *Power Solutions*.
 - o Phone: 423-648-7672.
- **Larry Leis**- Construction and Maintenance Supervisor, *City of Arvada*
 - o Phone: 720-898-7687. Email: lleis@arvada.org
- **Mike Langdon**- Storeskeeper Supervisor, *City of Arvada*
 - o Phone: 720-898-7095. Email: mlangdon@arvada.org
- **Ron Czarnecki**- Chief Information Officer, *City of Arvada*
 - o Phone: 720-898-7874. Email: ron-c@arvada.org
- **Jeffrey Santomango**- Firefighter/Paramedic, *Buckley Airforce Base*
 - o Phone: 303-358-6842. Email: jsmango17@yahoo.com