

# Thomas Martinez

## Shop Helper

Arvada, CO 80002

[thomasmartinez239@yahoo.com](mailto:thomasmartinez239@yahoo.com)

720-394-1158

- Demonstrated ability to work efficiently with other crew members
- Enthusiastic to perform all physical aspects of job duties required
- Proficient in all MS Office programs: Word, Excel and Powerpoint
- Reliable and friendly professional able to work within a team environment

## Work Experience

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### Shop Helper

Caliber Collision - Littleton, CO

September 2017 to November 2017

Scanned all cars 2015 and newer to see internal problems

- Helped all technicians with auto body work
- Helped detail cars when they were finished
- Maintained the shop and office area

### Apprentice

HVAC - Lakewood, CO

June 2017 to September 2017

Installed all ductwork assigned to job

- Traveled to warehouses to pick up materials
- Performed all physical requirements needed by job efficiently
- Took all measurements in order to plan and make blueprints

### Cashier Associate

Walmart - Lakewood, CO

February 2016 to August 2016

Assisted customers with their transactions and collect payment

- Responsible for keeping aisles organized and remove items left that don't belong
- Help with any transaction questions a customer may have
- Assist in organizing store departments when, cashier area running slow

### Cashier/Front Counter Associate

KFC - Arvada, CO

September 2015 to February 2016

Take customer orders and ring customer order up at register

- Responsible to wash dishes, clean prep areas for making food

- Work on getting orders together and using the deep fryers
- Help clean the facility, mop, sweep and fill up condiments for sit down area
- Assist customers with orders and help peers get orders prepared

## Education

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### **Diploma**

Jefferson High School

May 2017