

## **Thomas C. Williams**

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Seeking employment utilizing my proven skills, work ethic, positive energy, intelligence, and willingness to go above and beyond in contributing to our success.

### **Experience & Employment**

*Various Small Jobs Helping Landlord's Friend - Brighton, Colorado July-September  
2021*

#### **Responsibilities:**

- Moving furniture
- Cleaning
- Discarding Various Items
- Painting
- Packing Valuables Safely for Transport

*Quality Biomedical - Boulder, Colorado*      February 3rd, 2021 - June 14th, 2021

#### **Responsibilities:**

- Ship and receive faulty oxygen concentrators into the computer system

- Perform rigorous testing to all units after they have been serviced by a technician
- Maintain detailed records of incoming and outgoing shipments.
- Receive and maintain an inventory/history of all components
- Train incoming employees
- Small machine repairs for CPAP Machines and Humidifiers

*Elite Health Partners - Boulder, Colorado*      April 2017 - October 2020

Shipping and Fulfillment Specialist in this small and faced-paced growing company.

I reported to the Director of Operations, starting in production and quickly being put in charge of and helping to build their newly formed shipping department, gaining knowledge and responsibilities as we progressed. I was proud to participate in Elite's proprietary shipping-software development team, learning team skills as well as valuable technical experience.

**Responsibilities:**

**Production:**

- Operating filling equipment
- Assembling and checking products
- Ensuring all machinery runs smoothly
- Assisting in the packaging of items
- Quality control

**Fulfillment:**

- Shipping of All Product Orders, Business to Business, Business to Customer.
- Maintain Records of Outgoing Shipments.
- Train incoming employees

- Documents such as Bill of Ladings, Packing Lists, etc.
- Determine Shipping Methods, Routes, and Rates.
- Daily Entry of Movements into Inventory Spreadsheets.
- Daily Reconciliation of Finished Product Inventory.
- Report Expiring Products to Management to Develop Execution Plans.
- Report Product Discrepancies and Defects to Management.
- Direct Interaction with Clients and Customers.
- Pack, Seal, Label and Affix Postage of Material for Shipping Ground and Freight.
- Functions of Picking Orders, Assembling, Addressing, Building and Stretching Pallets, Stamping.
- Material Handling and Warehouse Organization for Safety and Efficiency.  
Forklift Operation.
- Order, Review, Inventory, and Maintain Shipping Supplies and Materials Monthly.
- File Shipping Claims and Coordinate with Carriers per Incident.
- Review and Verify Shipping Charges for Accounting.
- Receive Returned Goods and Coordinate with Customer Service for Processing.
- Receive QA Released Products for Restocking.
- Assess and Recommend Methods of Improvement.
- Assist with Final Product Counts for Private Label Orders.

*Tito's Mexican Grill - Berthoud, Colorado*      June 2016 - September 2016

**Responsibilities:**

- taking orders
- preparing meals
- packaging food items
- ringing up customer purchases
- preparing food and ingredients,
- opening and closing the store
- cleaning

*Door 222 Restaurant - Loveland, Colorado*      January 2016 - March 2016

Mentored by a nationally renowned chef with responsibilities of Cold Line and Prep Cook for popular local cuisine.

**Responsibilities:**

- Follow the prep list created by chefs to plan duties
- Label and stock all ingredients on shelves so they can be organized and easily accessible
- Measure ingredients and seasonings to be used in cooking
- Prepare cooking ingredients by washing and chopping vegetables, cutting meat etc.
- Undertake basic cooking duties such as reducing sauces, parboiling food etc.
- Prepare simple dishes such as salads, entrees etc.
- Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc.

- Ensure all food and other items are stored properly
- Comply with nutrition and sanitation guidelines

*United Parcel Service - UPS Boulder, Colorado* September 2015 - December 2015

Responsibilities in Customer Service, Package Delivery and Drivers' Helper.

Focus on Safety, Positive Customer Interactions and Production.

*Landscape Entrepreneur - Berthoud, Colorado* July 2015 - November 2016

Self-employed in landscape maintenance encompassing; lawn mowing, watering, weeding, gardening, pruning, field mowing, and snow removal.

*Rein Designs, Inc. - Boulder, Colorado* May 2014 - July 2015

Full-time Screen Print Operator Responsible for Overseeing and Operating Printing Presses for Top-Quality Screen-Printed Products. Experienced working with 2-color through 8-color manual and automated presses. Assisting with set-up and registrations of screens. Quality printing and heat transfers on t-shirts for resort destination apparel.

Responsibilities also included; cleaning and reclaiming screens, screen coating and emulsion removal, Quality Control and Inventory while contributing to the company's growth and success.

*Flood Victim Assistance Volunteer - Lyons, Colorado* September 2013 - October 2013

Numerous labor intensive duties assisting flood victims in reclaiming and clean-up of property and salvageables.

*Rein Designs, Inc. - Boulder, Colorado*      May 2013 - August 2013

Full-time Summer employee. Production and utility worker in the screen printing industry. Press Operator and apprentice. Heat Transfer Technician. Inventory and Quality Control Responsibilities.

*Habitat for Humanity - Larimer County, Colorado*      May 2012 - September 2012

Crew member in the construction of a home in Berthoud, Colorado.  
Ground-breaking through completion with numerous duties and responsibilities.

*Summer Employment - Berthoud, Colorado*      May 2012 - September 2012

Various Independent jobs in Landscaping and Landscape Maintenance, and Hay Bale worker for a local farmer.

#### **Education, Recognition, Ethics and Abilities**

- Front Range Community College, General Education in Arts and Sciences 2015 - 2016.
- Graduate of Berthoud High School Class of 2014.
- Berthoud High School Consistent Positive Behavior award winner.
- Intelligent fast learner. Easy to train. Listens and follows directions well.
- Willing to take on responsibility. Flexible.

- Experience with woodworking tools, shop safety, ShipsStation, ZoHo, Accufrate, Unishippers, Inxpress, various video editing software, Google Docs and Google Sheets, Microsoft Word, Excel, Power Point, Photoshop, and more.
- Mechanically and Technically Inclined, Creative, Friendly and Personable.
- Values forming strong relationships and mutual respect.

### **Interests and Activities**

Live music, Cooking, Camping, Skateboarding, Snowboarding, Guitar, Woodworking, Volunteer Work.

### **Business References**

Mason Waxman, Floor Manager - Quality Biomedical

720-210-4907

maswax49@gmail.com

Nathan Stutts, Lead Small Repair Technician - Quality Biomedical

720-526-8045

natestutts@gmail.com

Nick Brito, Warehouse Manager - Elite Health Partners

720-375-2825

nbrito@elitehealthpartners.com

Istvan Nyiri, Chief Operations Officer - Elite Health Partners

303-345-3591

Istvan@elitehealthpartners.com

Chad King, President of Sales - Elite Health Partners

720-961-9652

Chad@elitehealthpartners.com

Janet Dilz, President and CEO - Rein Designs (retired)

303-443-1780

Additional References Available Upon Request.