

# Tyler Kenkeo

Thornton, CO 80602

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I am a highly motivated and hard-working individual seeking a full time position to further my knowledge and skills in a professional manner.

Authorized to work in the US for any employer

## Work Experience

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### **Shipping Clerk**

Kiosk Information Systems

August 2018 to Present

Processed paperwork/BOL for shipments

- Shipped different kiosk around the world
- Packed out kiosks to get ready for shipment
- Maintained the distribution of Kiosks
- Drove box truck between building to deliver metals, components, kits and kiosks

### **Production Technician**

Kiosk Information Systems

November 2017 to August 2018

Used many tools to assemble various parts to a Kiosk and install it on an assembly line

- Made sure kiosks were completed and on par with quality control
- Completed kiosks within a specific deadline

### **Greeted Customers with Outstanding Customer Service**

Eagle Elite at DTI Global

December 2016 to November 2017

Reception coverage

- Main copy center clerk at various law firms
- Customer service as first line of contact with client
- Print, Copy and Scanning experience
- Supply and kitchen ordering
- Set up conference rooms
- Distribute mail
- Deliver packages to requestor's location
- Distributed different parcels, packages and other products to clients

### **Crew Member**

Dairy Queen

May 2016 to December 2016

Made different foods/ice cream meals

- Designed cakes
- Took orders at cash register and drive thru

## **Package Handler**

UPS

July 2015 to September 2015

Load and unload packages weighing up to 70 lbs.

- Sort different types of packages
- Managed the distribution of packages

## Education

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### **High school diploma or GED**

Prairie View High School

August 2012 to May 2016

## Skills

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- Computer skills
- Construction/Welding
- Cooperative Team Member
- Fast learner
- Hard worker, Easy to get along with
- Great customer service skills
- Microsoft Office
- Average 57 WPM
- Sage100
- Sharepoint
- Material Handler
- Load & Unload
- Shipping & Receiving
- Warehouse Experience
- Box Truck
- Computer Networking
- Construction
- Hand tools
- Power tools
- Glass installation
- Carpentry
- Door hanging

## Certifications and Licenses

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### **Driver's License**