

Tyler Marshall

Contact information

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- 📍 Denver, Colorado

Skills:

- Computer Programs:
 - Excel
 - QuickBooks
 - Kantech
 - Buildinglink
 - Kronos
 - Word
 - Mindbody
 - Outlook
 - Aloha
 - Yardi
 - multi-line telephone
- Key Bank systems.
- Management & Leadership.
- Fob activation & permissions.
- Spreadsheets.
- Forklift experience.
- Experience driving large trucks: Ford F750 flatbed , Kenworth box truck, Ford F350 flatbed, etc.
- Ability to safely strap materials/equipment to a flatbed truck.
- Decision-making.
- Team communication.
- Team leadership.
- Time Management.
- Delegating tasks.
- Prioritizing.
- Attention to detail.
- Organizational skills.
- Problem solving.
- Can handle difficult situations responsibly & effectively.
- Mechanically inclined.
- Ability to effectively work autonomously.
- Customer Service.
- Ability to develop productive & positive customer relationships.

About myself:

I am self-driven man, who takes great pride & initiative in my hard work. I am already employed full-time, & I love where I work now - but I am looking for a better career opportunity. You can be assured that I will always make it to my shifts. Keeping busy is also not an issue either. If there is something that needs done, I will do it as soon as the opportunity arises. I enjoy working, and I have built up a pretty good work ethic over the years. I have good management skills & make a great leader. I can direct a team of employees well, large or small. I'm great at utilizing my time well in order to get tasks done, & also can handle difficult situations responsibly and effectively. I consider myself to be good with computers and am capable of learning new programs very easily. Learning how to do things quickly is a strong suit of mine, I am very easily trained and am very versatile with what I can do. In just a short time, I would not need any micromanaging once I was comfortable.

Currently I work for Division 7 as a warehouse assistant and driver. I show up at 6am each morning and help the work crews gather any supplies and materials they will need for the day and I also approve any materials or equipment that are going out. Since Division 7 has two branches, and I work at the larger one, I also will load up the big Ford F750 flatbed with materials via forklift to deliver up to Silverthorne where our smaller warehouse is located. In addition to delivering materials to our other warehouse I also will often deliver materials to some of our job sites all over Colorado. Inside the warehouse I am responsible for keeping it organized and clean. We usually receive a few deliveries each day from our suppliers (Smalley, IDI, Eagle Rock, Jones Hartz) and I will receive and sign for the material, unload it off their truck and then organize and put it away neatly. Also about once a week, sometimes more, we will receive a big semi truck that will be completely filled with either batt insulation or spray foam barrels/drums and I will make sure to unload and put those away as well. I currently work 10-12 hours everyday and have no problem working that often.

Before working at Division 7, I worked for Ideal Home Energy as an insulation installer. I really enjoyed working there, but just wasn't making enough money to live on. With IHE, I would show up to work at 7am each day and discuss what jobs we had for that day and what the crews were. We would usually blow in R20 value of loose blow insulation into attics, airseal any penetrations or crevices, do insulation removals, install styrene vents, install solar powered attic fans onto the roof, dense pack walls with loose blow insulation, and more.

Outside of work, I don't do too much. I enjoy playing pool and play in a competitive league each week, other than that I just like to work and be home. I have three large dogs at home, so I will often take them to the park or walks.

I am hoping to find a long term position that I enjoy, with room

for growth and improvement.

Work Experience:

Division 7 inc – Warehouse Assistant

employed: July 23, 2020 – present

616 Moss Street. Golden, Colorado

- Arrive at 6am and help work crews gather supplies and materials. Load all materials onto trucks.
- Would deliver materials to our smaller warehouse in Silverthorne in the F750 flatbed as well as load all materials onto the truck via forklift. Driving up to Silverthorne in such large trucks takes a lot of concentration and caution. I also deliver materials to our work crews at jobsites if needed.
- Ensure all materials are safely strapped down. Materials include batt insulation, blow insulation, spray foam barrels, etc.
- Organize the warehouse and accept new material deliveries from IDI, Eaglerock, Jones Heart, etc.
- Would circulate our inventory to a first in first out.
- Inventory count on Fridays
- Became familiar with the materials we carry and use in the field.
- Would regularly drive many vehicles while here, including Ford F750 flatbed, Ford f350 flatbed, Nissan Forklifts, Kenworth box truck, ect.
- Approving and releasing materials and equipment to crew members. Signing the form before submitting.
- Lots of experience working a forklift and loading and unloading trucks.
- Would also load up trucks for our crews that need materials, communicating with the foremen and delivering the materials they need, all over Colorado.

Ideal Home Energy – Installation Crew

employed: May 30, 2020 – July 22, 2020

1825 W. Union Ave. Unit #7 Englewood, CO 80110

720-219-3924

- Clean out trucks from previous work day.
- Look at jobs for the day on Housecall Pro to determine what materials when need today (how many bags of fiberglass or cellulose, tools needed, etc.)
- Load box trucks with correct materials and tools needed for jobs.
- Call customer once on the way to the job.
- Drive loaded box truck to job site.
- Put fireblock airsealing in all necessary locations (along top plates, around hatch, etc.)
- Install baffles if needed.
- Install rulers for blowing
- Loading blower with the specific type of insulation we are using that day.
- In the attic, blow up to the required amount of insulation, blowing it evenly across attic.
- Use liquid nail to attach foam board to the hatch door.
- We would sometimes do removals, so I am proficient at removing old insulation and blowing in new insulation.

- Changing the removal bags on the vacuum when full.
- Dense packing walls and re-pucking the holes.
- Installing barrier around the hatch door so insulation does not fall out.
- In crawl spaces we would lay down vapor barriers along the floor and install blankets along the concrete walls.
- Clean up work area after the jobs, making it look as it was when we arrived.
- Cutting into roofs and installing solar powered attic fans.
- Taking trash to the dump.
- And so much more.

Riverfront Athletic Club – Manager

employed: June 22, 2017 – April 2020

1700 Bassett Street, Suite 100 Denver, CO 80202

720-946-3113

- Use Excel, QuickBooks, Mindbody, Building Link, Kronos, Kantech, Outlook, Word, exacqVision, & some other programs regularly here to perform my duties.
- Familiar doing payroll.
- Managed shifts.
- Supervised over other employees and personal trainers.
- Handled sales reports.
- Created schedule for employees and fitness classes.
- Filing files and other administrative tasks.
- Trained new desk staff.
- Create & activate a scan-able member card to scan whenever they arrive
- Activate clients a personal fob so they may enter the building.
- Scheduling group classes with corresponding instructors.
- Create a weekly schedule of the classes via Microsoft Excel.
- Scheduling clients with private personal trainers.
- Selling memberships. (different packages available)
- Selling personal training sessions.
- Entering member's information into the computer and into a customer profile.
- Work the phone for incoming calls and concerns, also sometimes call clients for payment or scheduling.
- Ensured customer satisfaction.
- Would open the club each morning.

- Checking residents and customers in when they arrive.
- Opening or closing the athletic club.
- Keep towels available and clean, along with folding and washing throughout the day.
- Cleaning machines and equipment, also make sure they work properly.
- Keep locker rooms stocked with shampoo, soap, razors, shaving cream, etc.
- Editing sales and promoting promotional offers such as personal training sales.
- I am very familiar with the program we use at the club.
- Ordering more equipment when it is needed.
- Dealing with repair and manufacture companies for repairs and warranties on equipment.
- Familiar with maintenance on treadmills, elliptical, Pilates reformer machines, etc.

The Glass House – Front desk agent

employed: June 22, 2017 – April 2020
 1700 Bassett Street Denver, CO 80202
 303-592-1700

- Use Electronic KeyBank system, Kantech, Buildinglink, Excel, Kronos, QuickBooks, exaccqVision, & other computer programs regularly to complete my duties.
- Answering the phone and mediating calls throughout the day, would sometime need to forward to maintenance or the building manager.
- Receive packages for residents, log package into system (buildinglink) and store safely on shelves.
- Find packages when residents pick them up, give to resident and close in system.
- Be sure to keep the building very secure, keep an eye on cameras.
- Control opening or closing the loading dock doors. Done either through Kantech or by key/hand.
- Using Kantech; I would make and activate fobs (electric keys) for visitors and renters. I can set each fob up with individual permissions so the fobs I give out will only access specific parts of the building. These are also the same fobs I would make for members at the athletic club.
- Used the key bank system to retrieve and return keys. It uses many different codes for the different type of keys. Such as: unit keys, maintenance keys, mechanical master keys, kone keys, fobs only, etc. Have them sign and leave ID while they have our key. Enter into system (buildinglink)
- Working with residents and companies - for them to have use of the loading docks and/or freight elevators and scheduling the time for use.
- We use 'Buildinglink' while working the desk. We use this for logging packages when they arrive and are picked up, giving out keys/fobs, scheduling and reserving the loading docks, maintenance requests, incident reports, parking management as we have underground parking for residents, logging events, and other things as well.
- Performing key reports when needed through the KeyBank system we have to see what keys are out at the time, how long they've been out and to determine if we are missing any keys.

Tokyo Joe's – Line Cook & Prep Cook

employed: February 2017 – June 2017
 901 W. Hampden Ave. Englewood, CO 80110

- Prep in the morning, would cut peppers, onions, mushrooms, other veggies, etc.
- Would make the proper veggie mixes needed for the day. (Mixing peppers at a ratio for the line, for example)
- Weigh out the portions for orders.
- Work the line; making bowls, grilling steak and chicken, sometimes fish.
- Ensure orders were made properly and went out on time.
- Dishes and clean grill, cutting boards, floors, etc.

Arby's – Shift Lead / Closing Manager

employed: February 2014 – July 2016
 7455 Park Meadows Dr. Lone Tree, CO 80124
 (303) 925-0205

- Started just working the meat slicer, would slice the meat and make the sandwiches.
- Cleaning the meat slicer properly, along with the entire line itself.
- Drain and change out fryer oil.
- Learned prep and would slice many different types of meats different thicknesses.
- Was trained in management so I would run the store in the evenings.
- Make sure employees are doing their jobs, would help if needed.
- Employee training, especially training them to work the line.
- Would do inventory count at the end of every night, weigh everything on the line and count what is in the fridge or freezers.
- Add the weights of everything up and log the data.
- Determine how much we are losing and try to solve it. (example: we would be using way too much roast beef, so I would fix the issue and make sure we aren't losing as much consistently.)
- Count cash registers at end of night to determine the day's sales.
- Make sure store is closed properly, everything cleaned and lights off with doors locked.
- Handling money with no issues.
- Arriving on time to open the store
- Utilizing time properly to get things done in a timely matter.
- Lots of experience using programs like Aloha and inventory & sales reports

Taco Bell – A1 Assistant Manager

employed: May 2012 – January 2014
 11551 W Ken Caryl Ave, Littleton, CO 80127
 store is now closed.

- Started out working the line making food, was then made shift leader.

- After working as a shift leader, I became an assistant manager when our GM quit and another assistant manager took over as GM.
- Count out the cashier's drawers and the beginning and end of their shift.
- Supervise.
- Training.
- Placing the McLain food order for items we needed.
- Put away and organized the truck order.
- Prep in the mornings of what we needed throughout the day.
- Our store was very frequently visited by corporate, so I got good at doing things the exact way that corporate wanted things done.
- Lots of experience using Aloha and inventory & sales reports.

Education:

McLain High School

attended: 2009 & 2010 – 2012

Lakewood, Colorado

Columbine High School

attended: 2010

Littleton, Colorado

Grandview High School

attended: 2009

Aurora, Colorado

References:

Jack Miner – 720-822-8750

Manager and boss at Division 7 inc

Forrest Dent – 720-219-3924

Owner and boss at Ideal Home Energy

Danielle Robitaille – 785-550-0408 – drobitaille@eastwestum.com

Assistant Manager at the Glass House & Riverfront Athletic Club

Brian Kincaid – 970-485-1157 – bkincaid@eastwestum.com

Building Manager at the Glass House & Riverfront Athletic Club

Mac Anema – 720-249-7662

General Manager at Arby's

The Glass House front desk – 303-592-1700

Riverfront Athletic Club front desk – 720-946-3113