

## Wade Owens

Ft. Collins, CO 80526

Cell: (970) 372-8134; Email: wildman35@live.com

**Qualifications- Skills** (*Personal, Technical and Computer*): Ability to follow directions and complete assigned tasks appropriately. Am honest, hardworking, thorough and customer service and detail oriented. Excellent driving skills and clean MVR for last 10 years. Map reading skills using Google Maps and Waze for getting good directions. Good at organization of products and supplies, keep work areas clean, and pay attention to details. I have 5 plus years of Forklift and customer service experience.

### **Specific skills:**

- Internet Knowledgeable
- Excellent math skills
- Customer Service
- Organizational Skills
- Multi-Line Phone
- Warehouse/ Production
- Proof Reading
- Supervisor
- **Microsoft Office (all)**
- **Pwr Pt, Word, Excel**
- Training Experience
- Forklift (5 yrs)
- GIS/ ArcMap Esri 10.1-3
- QGIS
- Data Entry
- E-mail Systems
- Shipping/ Receiving (2 yrs)
- Own PC/ Laptop

### **EDUCATION:**

**University of Montana- Western**, Dillon, MT (08/2000 – 05/2005) **Graduated:** 05/2005 **GPA** 3.1; **Bachelor's** Degree in Environmental Science with Wildlife Biology minor. **GPS** and **GIS** courses.

**Front Range Comm. College**, Ft. Collins, CO (01/2014 – 05/2017) GPA 3.1;

**Physical Geography, GIS courses: ESRI ArcGIS (Intermediate GIS), RDBMS (GIS Database Mgt.), QGIS, Cartography with ArcMap software 10.1 – 10.3 (Map Making), and AutoCAD.**

\* **Experience and skills learned:** I did extensive field work doing biological studies on stream riparian habitat, wildlife species research and data collection (esp. on Elk, deer and beaver). Skills learned giving presentations in Power Point, data entry, proofreading, etc. Also, took several outdoor and technical courses including **Maps, Compass, & GPS**; Rock Climbing; Outdoor winter camping.

### **WORK EXPERIENCE**

11/2019 – 01/2019 United Parcel Service, Loveland, CO, Cindy 303.903.8508

Title: Package Delivery Service: \$21/ hr.

**Duties:** First thing is to login to Diad handheld scanner, clock in and review route information. Load UPS/ or rental vehicle in order of delivery route according to Diad system. Enter vehicle i.d. and mileage, route for 1<sup>st</sup> stop. Scan each package as delivered and signature when needed. Look at next delivery location and proceed to next stop. Deliver all packages in timely and efficient manner while always being safe on the road. Pick up packages from major retailers and back into dock for unload. Sort packages on the line-belt by delivery location section. Enter ending mileage, vehicle issues (if any), complete remaining steps for breaks, non-deliveries and enter punch out time. Daily vehicle inspection reports.

01/2019 – 09/2019 Adecco/ Woodward Inc., Ft. Collins, CO  
970.518.0046 Justin, 970.372.3239 Dominic

Title: Material Handler: \$16.50/ hr.

**Duties:** I started out at Woodward in Loveland working in MecWash, part of the mechanical assembly department picking (using scanner) and prepping orders for the wash including housing and valve orders used in industrial applications like locomotives and oil and gas projects. I learned software programs to enter order data for specific builds as well as necessary parts. After the wash completes, I transported all parts to quality inspection for further cleaning and analysis, after which are then moved to the build room for assembly. I am currently at Woodward/ Drake Campus picking orders for aircraft systems of all sizes and shapes. After kits are picked and

submitted electronically, I transport the kits to specific departments to be assembled. Paying attention to detail is critical to successfully pick the kits making sure all parts and counts are correct. Some kits are more complex than others. Was trained on standup **forklift**.

09/2017 – 08/2018

Barista Pro Shop, Loveland, CO  
Phone: 970.461.2555, Joe & Dottie Supervisors  
Title: Route Driver/ Warehouse assistant: \$15-16/hr.

**Duties:** Deliver coffee supplies throughout the region to baristas in the coffee industry. Provide excellent customer service. Driver's load bakery items already presorted at the warehouse bakery. Complete driver's log upon return and complete end of route duties. Excellent navigation skills using Google Maps/ Waze to find and deliver to new addresses. Picked orders for customer pickup and delivery using **scanner**. Stock shelves with product received/ unloaded from trucks with **forklift truck**. **Forklift certified**. Load delivery vans with product in order of delivery route.

06/2016 – 01/2017

LoCo Food Distribution, Ft. Collins, CO  
Phone: 970.493.3663, Elizabeth Mozer  
Title: Delivery Driver/ Warehouse/ \$11/hr.

**Duties:** Loaded trucks for delivery of food products: fresh produce, refrigerated, frozen and shelf-stable goods in refrigerated vans to local merchants in Front Range area. Pick up same types of goods for delivery and warehouse stock to be shipped out or delivered later. Use GPS and Google Map services for directions and route options. Deliver goods in a timely and safe manner. Stock warehouse with food products and pick orders. Operated **forklift** to stock pallets of goods and load vans, trucks for delivery. Keep warehouse clean and organized.

07/2013 – 12/2015

Genesis Executive Transportation Inc., Ft. Collins, CO  
Phone: (970)-488-9568, Lynnea or Evvie (720) 262-6480  
Title: Luxury Car Driver (Passenger), Fleet Manager/ \$14/hr.

**Duties:** Serviced clients with various transportation needs, driving them to and from destinations as part of a fleet service (non-limo Class) covering parts of Larimer and Weld Counties including Ft. Collins, Loveland, Greeley, etc. We also serviced clients traveling to and from Denver Int'l Airport (DIA), Vestas Corp. in Windsor and Brighton and OneCare clientele. Locally, I drove clients around to see sights, eateries, night spots and other events. As Fleet Manager, for over a year, I took care of and scheduled vehicle maintenance, repair work, etc. Vehicles included sedans and SUV's. Entered vehicle data into digital fleet software program for records.

09/2012 – 02/2013

Manpower Inc., Ft. Collins, CO  
Phone: (970) 226-0113, Kathy or Amy  
Title: **Shipping/ Receiving** clerk at Avago Technologies/ \$11.50/hr.

**Duties:** Checked freight in, including scan each package, add them to the system (computer), scan again and label for delivery and/or sign off for pick up. Paged, called and emailed clients receiving important packages. Delivered packages throughout complex via electric cart. Packaged wafers and other equipment for shipping to various clients and repair depts. Stocked freight supplies, chemical cabinets and basic cleanup duties.

4/2006 - 3/2008

Murdoch's Ranch Supply, Dillon, MT  
Phone: (406) 683-6855; Contact: Brian Demars or Jill Anderson  
Title: Warehouse Mgr. / **Forklift Operator**/ \$8.50/hr.

**Duties:** I operated a **forklift** to transport ranch supply goods from freight trucks to the yard, warehouse and receiving areas. I unloaded freight and loaded company trucks for deliveries and often used a **pallet jack**. Other duties included stocking, organizing (yard and warehouse) and **receiving** of products; checked items in, i.e., outdoor supplies, gates, fence, feed, salt, garden supplies, potting soil, peat moss, etc., and kept these product sale areas well-stocked and well-kept. Helped customers find and load specific equipment or supplies.

\* **References upon request**