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Goal: To obtain a position that will enable me to utilize my decision-making and organizational skills.

Authorized to work in the US for any employer

Work Experience

Warehouse Manager

ETI Global – Loveland, CO
September to October 2018 – Laid off due to work slowdown

- *Responsible for receipt and check-in of shipments
- *Prepared Bills of Lading for shipments
- *Responsible for determining the most cost effective methods of shipping product – either UPS, FedEx, or Less than truckload freight shipping (LTL)
- *Responsible for organizing a 4-acre yard of used heavy equipment and parts
- *Developed a new system for tagging equipment parts and categorizing them in a spreadsheet
- *Operated forklift to move inventory

Inside Sales Representative

Tool and Anchor Supply - Greeley, CO
April 2018 to August 2018

- *Responsible for building contacts to grow sales of safety, construction and oilfield supplies in Northern Colorado
- *Assisted walk-in customers in the show room
- * Maintained records of placed orders. Tracked and followed up with customers to ensure accurate receipt of orders
- *Purchased supplies, prepared sales quotes, stocked shelves and assisted with inventory cycle counts

General Store Manager

Fastenal Companies - Longmont, CO
January 2011 to April 2018

- *Supervised inside and outside sales people
- *Managed \$1,000,000.00 branch which regularly ranked in the top 25 percent for sales nationwide
- *Worked closely with vendors to provide custom-made products for clients
- *Developed positive, long standing relationships with all customers
- *Purchase orders were negotiated by working closely with suppliers
- *Responsible for accurate accounting of store inventory. Actual inventory had to be reconciled with recorded inventory
- *Received payment for invoices and resolved customer accounts
- *Provided daily reconciliation of store's accounts to home office
- *Maintained and managed crucial inventory of products
- *Prepared bills of lading for shipments and reviewed them for incoming product
- *Operated forklift to move product in warehouse

Laborer

City of Loveland - Loveland, CO
March 2010 to December 2011

- *Although this was a seasonal position, my work performance was strong and reflected pride in accomplishing tasks
- * Supervised up to five people

- * Responsible for maintaining the thermoplastic inventory
- * Due to personal work ethic and organizational skills, thermoplastic application on public roads in Loveland increased by 50 percent during my tenure
- *Asked to return to this position the next season with a raise in pay as well as more responsibilities

Correctional Officer

Hudson Correctional Facility - Hudson, CO
October 2009 to March 2010

- *Provided training for new officers
- *Provided extensive input on training modules
- *Was a member of the Special Response Unit
- *Maintained positive relationship with inmates
- *Supervised 12-member inmate crew performing manual labor
- *Maintained control of 400-inmate recreational yard

Education

Associates of Applied Science in Criminal Justice
Aims Community College - Greeley, CO
2002 to 2004

Studied business management and marketing
Front Range Community College - Fort Collins, CO

Skills

Microsoft office including Word, Excel, Publisher, Outlook, PowerPoint, Money Management, Customer Service, Sales and Negotiating, Supervisory, Sales Management System, Inventory Management and Setup, Retail Management, forklift operation

Professional Skills

- *Negotiate prices, delivery options, utilize price break discounts and, discounted freight pricing.
- *Resolve customer past due accounts and complete daily reconciliation reports.
- *Perform accounting of inventory and reconcile counted inventory with recorded inventory.
- *Excellent customer service skills. Always contact customers following orders to ensure delivery of correct product. Resolve issues to maintain close relationships and develop repeat customers.
- *Perform regular mathematical calculations to determine percentage discounts, profit margin, percentage of sales increases or decreases, inventory control, etc.
- *Strong aptitude for learning specifications to assist customers in making informed decisions *Perform research of company source documents for customers to ensure they receive the right product(s) to meet their needs.
- *Enjoy working in a team environment; however, very capable of working independently.
- *Strong oral and written communication skills with management, co-workers and customers.
- *Excellent problem solving skills. Ability to recognize potential problems and develop solutions to ward off issues.
- *Have training and have on-the-job experience in dealing independently with extremely stressful situations.
- *Extensive training in conflict resolution.