

# Xavier Hill-DeLeon

**I am currently attending school at CU Boulder for cybersecurity I also attended Pickens technical college for network technician**

Commerce City, CO 80022

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I have experience creating and running Virtual Machines. I have set up an Enterprise Network. I have set up and configured a DHCP. Working with Active Directory and GPOs.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Coordinator**

Hawthorne Gardens - Aurora, CO

January 2020 to June 2022

I am currently a warehouse dispatching coordinator/data entry working with SAP and banyan technologies we release the orders for picking by the pickers And we schedule the shipments as necessary. Also I adjust inventory when needed and help with cycle counts when needed also do other kinds of clerical work as well.

### **Production Worker**

Vestas - Brighton, CO

January 2018 to January 2020

Cross trained in various aspects of the production process of our product as a whole. experience running heavy equipment such as glue machines, also experience in applying a gel coat to 136 meter/148.731 yards blades or various class lifts, heavy machinery, CNC machinery including set up, dismantling and clean up and operoverhead and gantry cranes. CPR and first aide certifiedd

### **Production Assembly Line Worker, production prep, order puller**

OREPAC BUILDING PRODUCTS - Aurora, CO

September 2016 to February 2018

Pull orders from stock to match customer needs. Stage orders. Operate machine. Bore holes in doors. Create hinge pockets. Cut out holes in doors for glass inserts. Pull customer will call orders. Build exterior and interior door units to standard or customer spec. Receive and stock material. Prep jambs for production assembly line.

### **Machine Operator/builder/order puller /forklift operator/ receiving/ customer service/ Builder**

Trimco millwork - Aurora, CO

January 2015 to September 2016

Responsibilities

Pull orders from stock to match customer needs. Stage orders. Operate machine. Bore holes in doors. Create hinge pockets. Cut out holes in doors for glass inserts. Pull customer will call orders. Build exterior and interior door units to standard or customer spec. Receive and stock material. Read an interpret blue prints based on customers order measure and cut materials to length and assemble door units according to customers specs.

### **Supervisor/Manager**

Lamont Ecosse - Denver, CO  
January 2014 to January 2015

#### Responsibilities

Order pulling and staging, loading, receiving, stocking, coordinating and delegating tasks, deliveries and pickups. Inventory management, reading and interpreting blue prints and installing door units and trim and baseboard according to specs of blue prints

### **APFC**

Safeway Inc - Aurora, CO  
January 2013 to January 2014

Stock and Manage Produce and Grocery Department run cash register when needed to handle customer checkouts and receive payments for good and services rendered

- Manage Quality Control
- Manage Cash Register
- File Maintenance
- Write Orders To Fulfill Stores Inventory Needs
- Take Inventory of Stores Back stock
- Run cash register
- Receive payments in various methods including debit, credit, check and cash
- Issue refunds when applicable
- closing out drawers (cash out )

### **Chef**

Ted's Montana Grill - Denver, CO  
2012 to 2013

#### Managing Quality and Portion Control

- Managing, Stocking and Organizing Supplies
- Preparing Items According to Recipe
- Preparing and Presenting Customers Orders
- Memorizing Menu Items, Recipes and Offers

### **Chef**

On The Border Bar and Grill - Centennial, CO  
2011 to 2012

#### Department training of new hires

- Manage/Supervise and Run Cook Line
- Opening/Closing the Kitchen
- Quality and Portion Control
- Managing, Stocking and Organizing Supplies
- Preparing Items According to Recipe

- Preparing and Presenting Customers Orders
- Memorizing Menu Items, Recipes and Offers

### **Sorter/part time supervisor**

UPS - Commerce City, CO

2010 to 2011

Warehouse shipping and receiving duties

- Operating Warehouse Machinery/Conveyor belts
- Sorting Packages According to Destination
- Spotting Damaged or Hazardous Packages
- Following Safety Standards and Procedures
- Heavy Lifting
- Supervising employees
- Delegating tasks
- Checking process flow
- Generating reports
- Reporting to upper management
- Management of department resources to ensure maximum output, accuracy, and efficiency at all times.
- Meet or exceed all established standards for accuracy and productivity.
- Direct daily transload activities to support account objectives for level of service, cost management, customer expectations, and volume requirements
- Ensure that all department and/or corporate policies and procedures are communicated, understood, and adhered to.
- Establish and promote a positive, team-oriented work environment emphasizing employee involvement, pro-active communication, inter-departmental cooperation, and continual improvement on all levels.
- Implement employee personal development plans as required to ensure the continuing professional growth of department personnel.
- Ensure that all department employees receive specific and detailed orientation, skills and safety training, appropriate materials and information, regular evaluations, and pro-active coaching to support their continued development
- Establish and maintain an aggressive cross-training program within the department to promote development, enhance flexibility, and ensure backup coverage of vital functions and processes.
- Function as an effective liaison and advocate on all levels to ensure that employee, department, and corporate needs are addressed in a timely and productive manner.
- Responsible to ensure that all employees adhere to safety policies and procedures at all times, operating in full compliance with department, station, corporate, OSHA, and WISHA requirements.

## Education

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### **High school diploma**

Rangeview High school - Aurora, CO

### **Graphic Design**

Pickens Technical College - Aurora, CO

## **Network Technician**

Pickens Technical College - Aurora, CO

### Skills

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- Fork Lift and Safety Operations, Inventory Management Experience, Cash Handling Experience, Customer Service Experience, Supervisory Experience, Order Writing Experience, Filing Experience, Fax Experience, Copy Machine Experience, Building exterior and interior door units, prep experience, assembly line experience, CNC machinery, heavy equipment operations, Cranes (9 years)
- Assembly Worker
- Assembly Line
- Clean Room
- Produce Experience
- Heavy Lifting
- Typography
- Millwork
- Produce
- Adobe Photoshop
- Warehouse Experience
- Manufacturing
- Shipping & Receiving
- Warehouse Management
- Machining
- Logistics
- Reach Truck
- CNC Lathe
- Order Picking
- Order Picker
- Active Directory
- Graphic Design
- DHCP
- LAN
- TCP/IP
- Microsoft Windows Server
- DNS
- Operating Systems
- Computer Networking
- VMWare
- WAN
- Network Support
- VoIP
- SQL

- Technical Support
- Help Desk
- Microsoft Exchange
- Information Security
- Microsoft SQL Server
- System Administration
- Linux
- VPN
- Remote Access Software
- Cybersecurity

## Certifications and Licenses

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### **Forklift Certification**