

114th and hwy
transpam-
admin, manufacturing

day M-F

\$20,

BG:V DS:V

Mark Hardy

Phone/303-601-4891

Email/jlmh03@comcast.net

Objective

To use my communication skills in person or by phone along with an enjoyment to research and work on special projects; so that I can find a position as customer service representative.

Work History

SODEXO - Food Services and Management Company 7/2021 – 11/2024

- Deliver and pick up food trays from patients.
- Completed dish room duties.
- Worked on special projects as requested.

Rocky Mountain Orthodontics, Inc. – Manufacturing/Production 02/2016-01/2019

- Completed data sheet for each order ran.
- Placed completed production sheets into computer.
- Checked completed parts on comparator with overlay.
- Checked part to blueprint.

PRIDE STAFF – Staffing Specialist 11/2013 – 02/2016

- Inspected trailers for damages and cleanliness.
- Information about the inspection was then transferred to computer.
- Paper Information was then filed.

Allied Forces – Temporary Service Company 10/2013 – 02/2016

- Answered inbound phone calls.
- Took messages and transferred calls.
- Greeted people when they came in.

Mountain States Imaging - Document Specialist 3/2014 – 6/2014

- Prepped incoming documents to be scanned.
- Scanned documents for customer retrieval.
- Worked on special projects.

Activities and Interests

Eighteen years of volunteering and working in and around Customer Service

References available upon request