

Zachary Riffle

Hard-working employee seeking long-term employment.

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EXPERIENCE

Snavely Forest Products, Denver, CO

Jan 2021 - July 2021

Order Fulfillment/ Driving Forklift

Primary job was fulfilling orders of wood products, managing inventory through the program the company utilizes, and driving forklift to gather orders (and prepare for outbound trucks). Other duties included quality control and communication to truck drivers.

Miller Coors, Golden, CO

July 2020 - Dec 2020

Front Desk Clerk/ Temp Checker.

Duties included taking the temperature of employees coming into the building and office. Also, handling paperwork and communication with security to keep the building safe & secure.

TDS Telecom, Arvada, CO

Customer Service Representative/ Front Desk

Oct 2018 - April 2020

Duties included selling products to new customers, managing the phone lines to assist current customers, and managing inventory in the warehouse. Along with this, I handled bank transactions and audits for the company. Overall, performing actions for customers in-person, and over the phone.

Revo MGMT Group, Harrisburg, PA

Dec 2017 - Sep 2018

Account Manager

Duties performed: Direct selling and marketing to clients and homeowners, training of peers to increase profits and team commission,

SKILLS

- Marketing & Advertising .
- Understanding the MGMT process, and having great communication.
- Adapt easily, pick up on new skills very quickly.
- Hardworking individual, that understands how to succeed as a team.
- Great Sales experience.

MGMT of the hiring process (taking on resumes and new workers).

Zakk Riffle - Music, Virginia - Colorado

July 2016 - Present

Musician/ Producer/ Studio Manager

Managing marketing strategies for the studio, booking and scheduling recording sessions, engineer/record/mix and master said sessions.

EDUCATION

Old Dominion University , Norfolk, VA

— *Bachelors in Business*

Aug 2013 - Jan 2018

Studied finance & marketing. Receiving a bachelors in Business.