

# Gregory Todd Bell

4031 Goodell Ln. Apt. #2  
Fort Collins, Colorado, 80526  
970-657-5632  
toddb1990a@gmail.com

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## **Forklift Operator**

All Weather Wood  
November 2018- Present

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- Order loader for outbound shipments
- Order unloader for inbound inventory
- Inventory Management Specialist
- Responsible for restocking up to 40 trucks and 10 railroad cars a day
- Responsible for Problem solving and locating orders/products from vendors to assist the company with shipping truck loads all over the country to various companies and outgoing vendors.
- Identify damages and report shortages or quality deficiencies
- Transport raw materials to production workstations
- Ability to operate various styles of forklifts based on need.
- Bolt up and disassembly responsibility of all system connections when needed

## **Maintenance Technician**

Little Bears Child Care  
January 2017-October 2018

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- Project Manager for all projects
- Conducted maintenance and repair on HVAC, water and sprinkler systems.
- Mastered the usage of various power and mechanical tools
- Inspected all systems and created detailed logs and needs assessments for repairs for each systems
- Responsible for floor installation and constructive projects to keep all facilities up to code
- Monitored all Safety Data Sheets and insured materials were stored and used safely

## **Maintenance Technician/ Security**

Milan L. Hopkins MD. A Medical Corporation  
July 2011-July 2017

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- Project Manager
- Maintained computer and mechanical systems
- Installed all systems/ built additions to the facility/ maintained irrigation systems
- Operated and utilized multiple types of power tools
- Assisted physician by calming and assisting unhappy patients
- Worked on physician's facility and other various properties
- Multitasked medical inventory and office inventory for optimal operations
- Articulating boom lift operator for all landscaping needs
- Led all third-party teams and contracts for building construction

## **Skills:**

Mechanical	Problem-Solving	Decision Making	Analytical
Saudering	Electrical	Project Management	Engineering
Power Tools Expert	Leadership	Articulating Boom Lift	Mathematic

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**EDUCATION**

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**School Name:****Certificate Received:**

<b>Lindhurst High School</b>	<b>High School Diploma</b>
<b>Front Range Community College</b>	<b>Degree In Progress</b>