

Adam Lechner

380 East Canyon Ln. - North Salt Lake, UT 84054 - 385-262-5295

OBJECTIVE

To obtain an entry level position with a company where I have Opportunities to learn, grow and advance.

SKILLS

I am very dependable, motivated and highly organized. I have worked with computer programs such as: Windows XP, Word Programs, Calix Point, Varies Shipping Programs and am familiar with the internet. I have worked with both PC and Mac computers. I am a fast Learner and enjoy learning new skills. I have excellent customer service skills, a good sense of humor and get along easily with all personality types.

EMPLOYMENT

SHIPPING/FULFILLMENT

4+ Years Experience

Handi Quilter
North Salt Lake, UT

- Pulling, packaging, palletizing and weighing large/small orders for shipment
- Shipping orders using UPS, USPS, Fedex and DHL
- Driving forklift to load/unload trucks and also to organize the warehouse
- Inspect and repair quilting frames
- Setup and take down quilting expos
- Customer Service

PRODUCTION

5+ Months Experience
Innophos Nutrition

North Salt Lake, UT

- Fill out work order forms
- Properly mix nutrition products in accordance with work order forms
- Prepare containers/racks for removal of product from mixers
- Pull product from mixers placing on racks or in containers
- Place racks full of product in ovens for drying

SHIPPING/FULFILLMENT

2+ Years Experience

Handi Quilter
North Salt Lake, UT

- Pulling, packaging, palletizing and weighing large/small orders for shipment
- Shipping orders using UPS, USPS, Fedex and DHL
- Driving forklift to load/unload trucks and also to organize the warehouse
- Inspect and repair quilting frames
- Setup and take down quilting expos
- Customer Service

YARD SALESMAN

2+ Years

Experience
State Stone, Inc.
UT

Salt Lake City,

- Assist customers with rock selection and questions regarding their projects
- Process invoices/payments
- Figure pricing on bid requests for jobs on commercial projects
- Weighed and palletized clients orders
- Hand loading of smaller customer orders
- Used forklift/Walden to organize/load larger customer orders
- Customer Service

LOAN PROCESSOR / GENERAL OFFICE CLERK

5+ Years

Experience
Golden Mortgage, LLC

Salt Lake City, UT

- Data entry of mortgage applications
- Run all office equipment including computers, copiers, fax, phones
- Follow up on mortgage conditions, including interaction with third parties and ongoing file maintenance.
- Edit and print business cards and promotional material.
- Customer Service

EDUCATION

DIPLOMA

Viewmont High School

1999 - 2002
Bountiful, UT

REFERENCES

Joe Winings (720) 838-7148

Todd Albiston (801) 718-0930

Joe Kosel (801) 759-0622