

Elijah Moore

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Commerce City, CO 80022

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Career Objective

To gain real world experience in the fields in which I am educated and learn new skills in order to expand my base of knowledge.

Skills & Interests

Computer experience with Windows, Photoshop, Word, PowerPoint, Google Docs, Google Slides.

Experience with DAWs including Logic Pro X, Amadeus Pro, FI Studio

Music Tech Certification provides education with Mixing/Mastering multi-track projects, Working with microphones, soundboards as well as other recording and live sound equipment.

Can play guitar, bass and drums

Experience and certified in operating Forklifts, Reach Trucks and Order Pickers safely in a retail store environment.

Employment

The Home Depot / Service Desk Lead

November 2021 - February 2022, Brighton, CO

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The Home Depot / Service Desk Lead

April 2021 - November 2021, Gillette, WY

Oversee the performing of all OFA tasks as well as scheduling deliveries, filling out monthly inventory reports, creating and canceling orders, filling out daily special order on hand reports, performing refunds, contacting customers to update them on the status of their orders, and resolving customer issues in an efficient and satisfactory way.

The Home Depot / Order Fulfillment Associate (OFA)

September 2020 - April 2021, Gillette, WY

Fulfill orders placed by customers online and prepare them for pick up. Prepare delivery orders and load deliveries onto the delivery truck. Use forklifts and other equipment to perform these tasks if necessary. Assist customers inside the store with anything they may need.

Sheridan College / Box Office Assistant

November 2019 - May 2020, Sheridan, WY

Facilitate the sale and reservation of tickets for upcoming events at the Whitney Center while providing an excellent customer service experience. Promote upcoming events by posting flyers around campus and distributing flyers to business establishments in the downtown area.

Pizza Hut / Production Associate

October 2019 - April 2020, Sheridan, WY

Create high quality pizzas, pastas and other dishes as efficiently as possible. Cut the product and place it in the appropriate box once it exits the oven. Operate the cash register to facilitate cash and card transactions while providing a positive customer service experience. Maintain a sanitary working environment and close the store at the end of the day.

Smith's Food and Drug / Meat Clerk

October 2017 - December 2018, Gillette, WY

Provide excellent customer service to any customers who visit the meat and seafood department. Label, date and stock all meat products. condition all the aisles in the meat and seafood department. Maintain and stock the meat and seafood service counter. Make sure coolers and freezers maintain appropriate temperatures. Work diligently to create a sanitary environment within the department. Clean meat saws, meat grinder and service counter at the end of each day.

Smith's Food and Drug / Cashier

January 2016 - October 2017, Gillette, WY

Provide excellent customer service for all customers at check-out. scan all products and make sure they are the correct prices. Operate cash registers to facilitate cash and card transactions. Keep the check-out station clean and bag groceries.

Smith's Food and Drug / Courtesy Clerk

May 2014 - January 2016, Gillette, WY

Provide excellent customer service experience for all customers at check out. Bag groceries and offer to assist customers by pushing their carts out for them or anything else they may need. Clean spills throughout the store by using the necessary janitorial equipment. Gather carts from the parking lot and return them to the lobby. Make sure the lobby is clean and carts are free of trash and debris. Perform chores around the store: Clean bathrooms, take out trash, condition aisles, floor sweep, and clean the breakroom.

Education

Sheridan College / General Studies AA

September 2019 - December 2020, Sheridan, WY

Sheridan College / Certification in Music Technology

September 2018 - May 2019, Sheridan, WY