

Professional Summary

An energetic, adaptable, individual whose, customer focus, and creative problem solving, allow for a successful and productive work environment. In being an avid independent computer technician, he has developed efficient multi-tasking skills, an attention to detail, and an understanding of the windows environment. And through store management has developed strong communication skills and can explain things to others in a way that is easy to understand.

Skills

- Detail-oriented
- Strong communication skills
- Resourceful
- Adaptable
- Staff training
- Cash & Safe management
- MS Office
- Hardware repair
- Technical research
- Troubleshooting
- NAS systems
- Photoshop CSS

Work History

Package Handler 08/2016 to Current

FedEx Ground – Johnstown, CO

- Loaded products weighing up to 150 pounds onto trailers for delivery.
- Processed and loaded hazardous materials following proper safety regulations.
- Stacked and piled lumber, boards, and pallets.
- Extensively trained new and existing employees.

Property and Casualty Insurance Agent 10/2015 to 02/2016

TeleTech Holdings, Inc. (Representing USAA) – Greeley, CO

- Calculated quotes and educated potential members on insurance options.
- Calculated premiums and established payment methods for sales.
- Spoke with existing and prospective members to select appropriate insurance policies.
- Assisted members with reinstating closed or frozen insurance policies.

Assistant Manager 10/2013 to 01/2015

Cinemark Theaters – San Mateo, CA

- Counted cash drawers and made safe deposits.
- Assigned employees to specific duties to best meet the needs of the store.
- Instructed and trained staff on appropriately handling various situations.
- Promoted from Team Member to Assistant Manager within 9 months.
- Completed daily spreadsheets for profit and loss performance reports.

Crew Trainer/Closer 05/2012 to 05/2013

McDonalds – Loveland, CO

- Maintained high standards of customer service during high-volume, fast-paced operations.
- Consistently provided friendly guest service and hospitality.
- Strictly followed all cash, security, inventory and labor policies and procedures.
- Followed food safety procedures according to company policies and health and sanitation regulations.

Education

Associate of Science: Bio-Medical Engineering Current

Front Range Community College - Fort Collins, CO

High School Diploma: 2011

Aragon High School - San Mateo, CA