

# **José Flores**

3950 N Nevada Avenue  
Colorado Springs, CO 80907  
(719) 260-8002. Ext 0 or 20

**Objective:** To obtain gainful employment to utilize my strong work history while assisting your company to succeed

## **Employment:**

### **Moving**

- Pack and label moving boxes.
- Load/unload boxes preventing any damage.
- Load and unload large pieces of furniture.
- Carefully transport all items to new locations.
- Use proper lifting technique at all times.

### **Delivery Assistant**

- Retrieve and load customer orders.
- Verify product in comparison with receipts.
- Ensure safe delivery and set up.
- Answer all customer questions regarding set up and delivery orders.
- Provide excellent customer service.

### **Maintenance Manager/Night Auditor**

- Perform routine preventive maintenance to ensure that machines continue to run smoothly, and building systems operate efficiently.
- Ensure the physical condition of buildings does not deteriorate.
- Record maintenance and repair work performed and the costs of the work.
- Interior and exterior painting.
- Perform light maintenance on all appliances.
- Perform light electrical repairs, plumbing work, and carpentry work.
- Assist in custodial work & grounds work.

### **Warehouse Specialist**

- Received, unpacked, and counted stock items, and record data manually or using computer.
- Verified inventory computations by comparing them to physical counts of stock.
- Stored items in an orderly and accessible manner.
- Marked stock items using identification tags, stamps, or markers.
- Kept records on the use and/or damage of stock or stock handling equipment.
- Inspected stock items for wear or defects, report any damage to supervisors.
- Issued materials, products, parts, and supplies to customers or coworkers, based on requisitions.

### **Carpentry Apprenticeship**

- Under the direction of a master carpenter, constructed, erected, installed and repaired structures, using carpenter's hand tools and power tools, and conforming to local building codes.
- Trained in cabinet building and installation.
- Warehouse experience to include forklift and pallet jack.
- Experience in maintenance management.
- Successfully handled delivery services/strong customer services.
- Work well in a high pressure environment.
- Quickly learn procedures and methods.

**Education:** Grand Mesa  
**Diploma** Collbran, CO  
Collbran Job Corp 2001  
**Carpentry Apprenticeship** Collbran, CO  
El Paso Community College 2001  
**Basic Life Saving Skills & Training** El Paso, TX  
2004

**Certificates:** Carpentry Certificate  
Emergency Medical and Fire Tech

**Languages:** Spanish

**References:** Available upon request