
CAREER OBJECTIVE

Obtain a position using my mechanical abilities.

SKILLS SUMMARY

Over ten years of experience using a variety of mechanical skills and a various tools. Hard working, enjoy a fast paced work environment, detailed oriented and willing to learn. Fluent in speaking, reading and writing Spanish.

SKILLS & ABILITIES

Mechanical Abilities

- Certified and licensed in electric pallet jack and a large variety of forklifts including large and small LP, slip sheet receiver, reach truck and an order picker.
- Over seven years experience as an auto body mechanic, duties included all aspects of repair, using chassis machinery, air tools, sanders, grinders and paint sprayers.
- Successfully functioned as a maintenance/night mechanic repairing slicing machines, light plumbing, cement work, and general repair to keep the plant operating smoothly.
- Skilled and understand safety procedures in using a variety of power tools and accurate in measuring.
- Experienced in basic welding.
- Millwork certified, knowledgeable of ordering custom doors and windows. Experienced with the application and ordering requirements for a variety of lumbers and vinyls.

Customer Service

- Received a district wide award for quarterly sales. Provided excellent customer service to contractors and customers.
- Cross trained to work in every department of a home improvement store including plumbing, electrical, paint, outside gardening, decor, flooring, kitchen and bath department, cabinets and building materials. Used industry specific computer ordering system.
- Was the sole person called upon to provide assistance to Spanish speaking customers.

Delivery Coordinator/Inventory

- Responsible for eliminating all business fees/fines by meeting strict deadlines for loading trucks. On a daily basis directed two route drivers on an average of eight deliveries with total orders of \$15,000. Verified customer's order, pulled products, loaded trucks and efficiently routed drivers. Trucks consisted of an 18 wheeler and one box truck.
- Accurately utilized computer ordering and delivery system to complete all required paperwork and waivers, tracking products, orders and timely delivery.
- Responsible for assisting in night receiving, checking in and verifying deliveries and unloading inventory.

Work Experience

Delivery Coordinator Lowe's	July 2004-April 2006 Kingston, New York
Self Employed: Contractor Assistant	August 2000-July 2004
Maintenance Mechanic Hudson Milling	April 1998-August 2000 Hudson, New York
Auto Body Mechanic All Star Collision	July 1991- January 1998 Catskill, New York