Napavine, WA 98565

SUMMARY

Dedicated Laborer ready to help crews succeed by working hard and fast to complete daily task. Clearly understands and follows orders, reads technical manuals and uses hand and power tools. Excellent physical stamina with flexible schedule. Construction accustomed to working in all types of environments to support all types of construction projects. Organizes supplies, tools and equipment to support skilled construction workers. Brings years of experience combined with strong commitment to team needs.

SKILLS

- Investigation due diligence
- Collections process improvement
- Repayment negotiations
- Customer research
- Familiar with locating individuals

EXPERIENCE

DELIVERY/COLLECTOR | 05/2020 to 07/2021 **Rent-A-Center - Centralia**, **WA**

- Oversaw daily collections and accounts receivable activities, developing robust strategies to maximize collections and reduce aged accounts.
- Evaluated customer accounts to determine adherence to repayment schedules.
- Recovered lost revenue by persistently reaching out to customers with past due
- Maintained consistent high performance by establishing solid record of achieving or exceeding objectives.
- Navigated and operated 2-foot truck to deliver up to 6 deliveries per day.
- Contacted customers prior to delivery to coordinate delivery times.
- Handled customer service complaints with utmost professionalism and knowledgeable responses to maintain trust and company loyalty.
- Positioned blocks and ties around items to secure cargo during transit.

CONSTRUCTION LABORER | 09/2019 to 05/2020 David Lander - Centralia, WA

- Provided industry insight to coworkers to assist work completion.
- Assisted electrical, plumbing and carpentry teams by completing basic and semi-skilled work.
- Prepared sites for concrete work by breaking up damaged concrete and leveling or contouring ground.
- Assisted distribution of tools, materials and equipment to skilled workers.
- Set up materials and equipment to maintain worksite efficiency.
- Operated equipment such as power tools to support worksite needs and enhance team efficiency.
- Collected and removed debris from work sites to maintain team productivity and minimize safety hazards.
- Used picks and shovels to dig, spread and level dirt and gravel.
- Maintained clean, safe working environment by removing waste from job site prior to shift completion.

WRAPPER | 03/2019 to 07/2019 Hampton Lumber - Napavine, WA

- Fulfilled orders by loading and unloading pallets via lift trucks and pallet jacks.
- Guided post-palletizing processes, including shrink-wrapping palletized products and

- conveying to warehouse or to shipping.
- Safely operated powered equipment, including staple guns, cable rail cars to stack and count products.
- Inspected cartons and verified proper labeling and taping before beginning palletizing.
- Controlled stacking arrangement of products on pallets via manual controls interface on palletizer.
- Communicated with supervisors about equipment malfunctions or material issues to promote speedy repairs.
- Reported equipment, operations and stock issues to management to promote quick remediation.
- Set up rigging and loading equipment daily and observed safety procedures to minimize risks.

EDUCATION AND TRAINING

Edmonds Community College - Lynnwood, WA GED 06/2005