

KV

# Kevin Victor

## Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Work History

### Unifi - Warehouse Agent

Albuquerque, NM

06/2024 - Current

- Checked packages and merchandise for damage and notified vendors.
- Shipped material and performed boxing, packing, labeling, and preparation of related documents.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Verified quantity and description of materials received by checking merchandise against packing list.
- Managed returned goods process, inspected returns for damage or defects; issued appropriate credits; restocked merchandise back into inventory.
- Coordinated shipment scheduling with carriers to ensure timely delivery of products to customers while minimizing transportation costs.
- Increased order accuracy by carefully picking, packing, and double-checking items before shipment.
- Maintained a clean and organized warehouse, allowing for efficient product retrieval and storage.

### Sandia Golf Club - Greenskeeper

Albuquerque, NM

05/2024 - 06/2024

- Contributed positively to the overall golfer experience with consistently well-maintained bunkers and hazard areas.
- Increased golfer satisfaction with diligent attention to detail in maintaining greens, tees, and fairways.

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## Skills

- Lockout and Tagout Procedures
- Belt Maintenance
- Mining Operations
- Critical Thinking
- Operation and Control
- Equipment Maintenance
- Machine Operation
- Two-Way Radio Operation
- Safety Protocols

## Education

05/2017

**San Carlos High School**

San Carlos, AZ

High School Diploma

- Enhanced course conditions by implementing effective maintenance practices and timely turf management.
- Enhanced customer service by addressing golfer concerns promptly regarding any issues related to the course conditions or its surroundings.
- Removed tree stumps, roots and debris for cohesive landscape appearance.
- Maintained gardening tools by replacing blades and fluids.
- Removed debris and waste from outdoor areas.

### **BrightView Landscaping - Landscaper**

Morenci, AZ

03/2024 - 04/2024

- Maintained grounds by trimming, weeding, and general clean-up.
- Removed weeds, hazards, and debris from common pathways to improve usability.
- Trimmed greenery, shrubs, and hedges to maintain uniform appearance.
- Enhanced customer satisfaction by providing high-quality landscaping services and maintaining clear communication throughout the project.
- Maintained safe working environments by adhering to safety protocols and conducting regular equipment inspections.
- Managed inventory of tools, equipment, and materials to ensure proper allocation of resources for each project.
- Utilized power tools and landscaping machines to maintain outdoor areas.
- Removed debris and waste from outdoor areas.

### **Freeport McMoran - Miner**

04/2022 - 04/2023

- Read and interpreted technical documents and effectively adhered to written instructions to maintain quality standards
- Observed hand signals, grade stakes and other markings when operating machines
- Moved materials using equipment to transfer to different workstations
- Ran machines safely in fast-paced environments deep underground
- Cleaned off build-up or excess materials blocking pathways and machinery operation
- Checked machinery for safety, protecting personnel and equipment from harm
- Checked equipment regularly for upkeep needs or signs of malfunction.
- Adhered to company policies and regulations, maintaining a strong safety record throughout the course of employment.

### **Soda Canyon Complex - Cashier/Day Stocker**

07/2019 - 03/2022

- Answered customer questions and provided detailed product information
- Processed and packaged stock items for customer purchases
- Completed regular cycle counts and inventory audits
- Supported promotional plans by updating signage with price changes
- Maintained stockroom records and generated reports for management
- Unloaded, sorted and stocked merchandise according to store layout and product placement
- Greeted customers and directed to requested products.

### **Peridot Shopping Center - Maintenance Technician**

*07/2020 - 04/2021*

- Conducted regular inspections of equipment to promptly identify issues that could cause machinery malfunctions
- Followed instructions from supervisor regarding daily job tasks and duties
- Worked with building managers to assess ongoing needs and plan preventive maintenance and cleaning schedules
- Safely and effectively handled wide range of cleaning products and solutions
- Removed trash and recyclables at end of each shift and disposed of items in proper receptacles
- Supervised maintenance functions, working collaboratively with sanitation crews on shop floor upkeep and repairs
- Followed safety protocols to minimize workplace accidents
- Completed daily, weekly, and monthly checklists on building equipment to maintain records of scheduled maintenance procedures
- Maintained restroom functionality by repairing leaking faucets, clogged toilets, and other equipment.

### **IAIA Facilities - Facility Maintenance Worker**

*05/2018 - 08/2018*

- Checked for storm damage around property and contacted supervisor with findings
- Supported safety with well-maintained grounds, parking lots and landscaping
- Partnered with facility management to successfully complete projects within anticipated deadlines
- Removed outdoor debris and yard clippings into receptacles to properly maintain grounds
- Completed daily, weekly, and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.