14000 Burn Road  Arlington, WA 98223  (360) 990-1394

beau\_dolan@outlook.com

**Beau S. Dolan**

**OBJECTIVE**

Be part of a growing company using my organizational, technical, and customer service skills.

**BUSINESS TECHNOLOGIES SKILLS**

* Ten Key speed - 162 keystrokes per minute with 100% accuracy.
* Typed 52 words per minute with 99% accuracy.
* Proofread documents.
* Proficient in operating and explaining Microsoft Excel, PowerPoint, Access, Outlook, and Word.
* Obtained Microsoft Certifications for Word, PowerPoint, and Excel.

**ORGANIZATIONAL SKILLS**

* Use Microsoft Office programs for data entry (Word, Excel, PowerPoint)
* Check and post cal/cert reports and maintain track and document tools for AMT Senior Aerospace in Arlington, WA.
* Greet and interact with customers to serve their rental needs.
* Receive store, issue, package, and crate parts.
* Manage events and contacts using a specialized computer program.
* Utilize a multi-line phone system to answer and route calls.
* Work with outside vendors to coordinate calibration events for calibrated tools for AMT WA.
* Compare and verify shipping label and packing slip to parts for accuracy.
* Sort freight and route to appropriate areas.
* File documents alphabetically and numerically.
* Order and receive tools, equipment and supplies to support the various buildings needs.
* Follow safety regulations to keep an accident free work place for customers and coworkers.
* Locate tools and equipment using hold out notices, computer programs and investigative skills.
* Manage a database of rental equipment to better serve customers and the company.
* Stack and shrink wrap overstock merchandise on pallets.
* Keep important records and papers in an organized manner using Microsoft programs (Word, Excel)

**CUSTOMER SERVICE**

* Develop and use collaborative relationships to facilitate the completion of team goals.
* Provide assistance to customers seeking specific items.
* Greet and assist internal and external customers.
* Effectively communicate written information such as tie-ins to complete assigned tasks.

**EMPLOYMENT**

JMC Cabinets & Interiors Orderding Asst. Feb. 2021 - Oct. 2021

Pilchuck Rentals Front Desk March 2020 - Jan.2021

AMT Senior Aerospace Tool Clerk July2015 - January2020

Petco Partner August 2014 – July2015

Fairhaven Family Medicine Front Desk July 2013 –October2013

**EDUCATION**

Columbia Basin Job Corps, Business Technologies graduate: August 31, 2010 – May 26, 2011

Cascades Job Corps, Medical Administrative Assistant graduate: January 27, 2013 – December 6, 2013

Skagit Valley College, Office Administration and Accounting Tech: January 6, 2014 – September 12, 2014