



# PAYTON DOOLEY

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## Summary

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Dedicated and organized financial professional with outstanding relationship-building and problem-solving skills. Driven to exceed expectations and operate effectively in fast-paced, high-pressure environments. Self-motivated team player adept at cultivating partnerships and building lasting relationships across all demographics and management levels. Dynamic and reliable with exceptional customer service and communication skills.

## Skills

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- Project Tracking
- Compliance Monitoring
- Vendor Sourcing
- Project Management
- Inventory Control
- Project Development
- Maintenance Planning
- Engineering
- Electrical Troubleshooting
- Work Order Management
- Equipment Troubleshooting
- Deadline Management

## Experience

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Walmart | Parker, CO

**Overnight Coach**

08/2022 - Current

- Hired and onboarded team members to meet immediate and expected demand.
- Evaluated and enhanced workflow to implement best practices, reduce costs and increase staff motivation and satisfaction.
- Collaborated with other managers across the organization to develop strategies that support overall company objectives.
- Maintained effective communication between staff members by providing guidance on tasks and projects or addressing any concerns they may have had about their work environment or job duties.

Izzio Artisan Bakery | Louisville, CO

**Assistant Manager**

03/2022 - 08/2022

- Organized schedules, workflows, and shift coverage to meet expected business demands.
- Completed inventory audits to identify losses and project demand.
- Oversaw team in completing job tasks quickly and accurately with appropriate use of instruments and tools.
- Monitored inventory and ordered needed supplies to meet demand for repairs.
- Scheduled repair and maintenance of machines, tools, and equipment to support continuous production operations.
- Diagnosed equipment malfunctions and performed repairs to restore equipment and maintain uptime.
- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.

Mile Hi Foods | Commerce City, CO

**Project Manager**

03/2021 - 03/2022

- Built and established strong partnerships with teams, vendors, and contractors.

- Created project plans with established timelines, assigned to appropriate teams and managed workflow throughout construction.
- Managed contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.
- Drove continuous improvement of project delivery process by providing strong leadership.
- Negotiated contracts with vendors and suppliers based on company objectives and budget constraints.
- Maintained records of all documents related to each project including specifications, change orders, invoices.

## Education and Training

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Wilmington University | New Castle, DE

**Bachelor of Science** in Computer Science/ Artificial Intelligence

04/2023

AIB International | Manhattan Kansas

**Industrial Engineering Certificate** in Industrial Engineering Technology

05/2021

Spartan College of Aeronautics and Technology | Broomfield, CO

**Associate of Applied Science** in Airframe and Powerplant

03/2021

Bellevue University | Bellevue, NE

**People And Business Leadership Certificate** in Business

12/2023

Chaparral High School | Parker, CO

**High School Diploma**

05/2016