

Garrett S Lance

Greensboro, NC 27405
(603) 769-9687

OBJECTIVE:

To obtain a position that affords me the opportunity to utilize my strong leadership and communication skills, and allows me to serve and work efficiently with others or alone to achieve a common goal.

QUALIFICATIONS:

Strong desire to learn and be of assistance to others. Ability to handle high volume, diverse activities. Self-motivated, responsible, strong organizational and strong people skills. Able to multi-task.

EDUCATION:

Regent University 2012-2013

Norfolk Christian Schools High School Diploma 2012

EXPERIENCE/EMPLOYMENT

April 2016 - Present

Avenue C Route Driver/Utility, Canteen , Winston Salem, NC

- Maintain proper inventory levels and product distribution for vending machine
- Prior to beginning each day's route, ensure that truck is properly loaded with all product required to properly service all scheduled machines following outlined operational procedures.
- Keep company vehicle clean and organized at all times; perform pre & post trip vehicle inspections.
- Sets up merchandise and sales promotion displays or issues sales promotion materials to customers.
- Assists the customer service manager with other job related duties

Nov 2015- March 2016

Concrete Polisher Tech, The Professionals Concrete Polishing, Stokesdale, NC

- Mechanical polishing, working with honing machines and processes
- Assess issues and develop and implement action to resolve them
- Performs miscellaneous job-related duties as assigned

June 2014- October 2014

Server, Broad Bay Country Club, Virginia Beach, VA

- Efficiently operates cash register and takes customers' orders
- Work through high intensity work hours
- Effectively work to provide a pleasurable customer experience

June 2013- August 2013

Post Construction Detail Cleaner, Sandys Detailed Cleaner, Coeur D' Alene, ID

- Efficiently cleaned finished houses for new homeowners
- Worked with a team and alone productively
- Lifted and carried equipment weighing up to 60 pounds up stairs and ladders

July 2012- August 2012

Medical Records Tech, Urology of Virginia, Virginia Beach, VA

- Maintains medical records operations by following policies and procedures; reporting needed changes.
- Ensures medical record availability by routing records to admissions and emergency departments, physicians, and other authorized hospital staff maintaining chart location systems.
- Resolves medical record discrepancies by collecting and analyzing information.
- Keeps equipment operational by following manufacturer's instructions and established procedures.

SKILLS:

Strong verbal and written communications skills. Excellent human relations skills including tact, open communication and ability to relate to persons on an individual basis. Ability to maintain an effective working relationship with others. Ability to effectively accept direction and carry out instruction. Ability to work independently.