

Graham Hale

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Summary

Efficient and adaptable production specialist with a proven ability to handle multiple tasks while maintaining attention to detail. Experienced in supporting daily operations, coordinating communications, and ensuring organizational success. Excited to contribute an incredible work ethic, effective relationship management and customer service to the team and organization.

Skills

- Leadership
- Attentive Customer Service
- Exceptional Communicator
- Team Player
- Effective Problem Solving
- Quality Control
- Well Organized and Detail Oriented
- Self-Starter

Work Experience

Crew Member

Center for Employment Opportunities – Denver, CO

March 2025 -Present

- Responsible for completing daily CDOT work orders.
- Working well in a controlled team environment to optimize traffic flow.
- Responsible for general road maintenance and landscaping
- Coordinated encampment clean up and litter abatement

Accounting Support Specialist

DocPros – Murrieta, CA

March 2021 to March 2022

- Responsible for a wide range of data entry tasks and completing them in a timely manner.
- Created and prepared reports and invoices including payroll
- Maintained accurate financial records and other documents
- Utilized accounting software with precision.

Cashier

Shell – Temecula, CA

March 2013 to March 2017

- Responsible for store operations including opening and closing duties
- Provided excellent customer service and payment transactions
- Completed inventory and quality control on a daily basis
- Maintained cleanliness and sanitation of the entire facility.

Education & Certifications

Temecula Valley High School, Temecula, CA - 2010

Mount San Jacinto College, San Jacinto, CA. – **A.S. Business Administration - 2022**

Intuit Bookkeeping, Coursera - 2022

HTML, CSS, JavaScript, C++ - General Knowledge