**Elliot Kyles**

*Shipping & Receiving / Manufacturing / Maintenance*

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*Message:* (316) 265-5211 ext. 208

401 S. Emporia, Wichita, KS 67202

**Summary of Qualifications**

* 2 years’ experience in shipping and receiving departments, in addition to health care and maintenance positions.
* Personal, punctual, team oriented, and dedicated to quality assurance.
* Excels at learning new tasks quickly and executing them well the first time.
* Always striving to exceed supervisor and customer expectations.

**Skill Profile**

*Warehouse*

* Forklift operation
* Shipping & receiving
* Stocking, sorting, organizing
* Inventory control

*Miscellaneous*

* Furniture mover
* Painter
* Lawn care
* Tac welder

*Culinary*

* Greeting and hosting
* Delivering and serving food
* Stocking bar and line
* Grilling and frying

*Health Care*

* Administer medication
* Aide clients with disabilities

**Work History**

*Environmental Services Attendant* State of Kansas Larned, KS 2013 – 2018

* Cleaned and sanitized high-traffic areas to ensure good health of residents.
* Adhered to federal regulations for safe handling of cleaning solutions and chemicals.
* Removed rubbish from the facility.

*Utility Worker* AZZ Galvanizing Kansas City, KS 2012 - 2013

* Stacked and organized different metal parts on pallets.
* Filed and ground metal to remove excess burrs and material.
* Cleaned and organized work site to ensure productivity.

*Healthcare PRN* State of Kansas Larned, KS 2018

* Aided and assisted mentally and physically challenged child and adults.
* Prepared and cooked meals for up to 6 clients at a time.
* Provided guidance for clients while on outings in the community.
* Administered medications according to schedules while ensuring proper consumption.