# **James J. Warren**

**401 S. Emporia 316-265-5211 ext. 208**

Wichita, KS 67202 **wwrf.jwarren@outlook.com**

Retail Sales / Quality Control / Grounds Maintenance / Technical Support

SUMMARY OF QUALIFICATIONS

* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Very punctual with a strong work ethic
* Great attention to detail
* Excellent job safety history
* Willing to accept any overtime opportunities
* Comfortable working alone or in a team environment

WORK EXPERIENCE

* Laser Apparel Quality Control Lenexa, KS 2015 – 2016
  + Inspected finished products for defects in workmanship and materials
  + Folded, packed and readied items for shipping after passing inspections

* State of Kansas Grounds Maintenance Lansing, KS 2014 – 2015
* Used commercial mowers, trimmers and other equipment to maintain the grounds at a state operated facility
* Moved furniture, picked up trash and performed any other necessary skills to keep the facility functioning
* JC Penny’s Sales Person Indianapolis, IN 2013 – 2014
* Worked closely with customers selling formal wear items in the men’s section
* Measured customers and suggested fits, fabrics and styles that best suited their needs and tastes
* Alorica Tech Support Manhattan, KS 2011 – 2013
* Assisted customers with technical support issues related to their personal computer
* Helped customers navigate through software and hardware trouble shooting and escalated tickets as necessary
* Spherion Tech Support/Quality Control Junction City, IN 2010 – 2011
* Provided customer assistance on Gateway brand computers
* Monitored customer support phone calls to improve quality and provide the best experience possible
* Warren Hauling Services Owner/Manager Junction City, KS 2009 – 2010
* Owned and managed a hauling service for items ranging from furniture to trash
* Worked closely with customers to provide an excellent experience and a professional move

CERTIFICATIONS

* Kansas Work Ready Silver Level Junction City, KS 2016
  + Math-
  + Reading-
  + Locating Information-