

Kevin M. Halstead

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Objective

To further my knowledge in Web Development and continue obtaining experience within the field that allows for fulfilling growth and interactions

- Organized and detail-oriented
 - Ability to multi-task
- Team and independent work experience
- Ability to deliver proficient customer service
- Willingness and ability to adapt to changes in responsibilities and duties

Employment History

March 2018 To Current	Estes Express Lines Job Title(s): Line Haul Driver, Clerk/Supervisor
August 2017 To March 2018	R & L Carriers Job Title(s): CDL City Route Driver
November 2016 To August 2017	Sygma Network Job Title(s): CDL Driver, Driver Helper
June 2015 To October 2016	Estes Express Lines Job Title(s): Dock Supervisor, Dockworker

April 2006
To June 2015

Denver Health, LifeCare Centers of America, Cherrelyn Healthcare Center,
Powerback (formerly known as Azura of Lakewood)

Job Title(s): Certified Nursing Assistant
Lead Certified Nursing Assistant
Administration
Staffing
Concierge
Central Supply

January 2011
To June 2011

Army National Guard
Documentation Available Upon Request

Skills Acquired

CDL Driver/Driver Helper

- Operate tractor trailer combination
- City and OTR mountain driving experience
- Various concept product delivery experience to restaurant(s)
- Ramp safety and experience
- Team, independent and night driving experience
- Timely and accurate route deliveries

Dock Supervisor:

- Create city/line haul routes
- Prioritize freight deliveries
- Maintain priority account superiority
- Check and maintain accuracy of city/line haul routes
- Coach, train and support dockworkers
- Monitor dockworker productivity
- Call up trailers to dock for loading/unloading
- Working knowledge of AS400 system

Dockworker:

- Forklift operation/safety certified
- Load/unload inbound/outbound trailers as directed
- Terminal yard checks which consist of ensuring that all freight is accounted for
- Ensure that trailer contents are accounted for and any damages recorded

Certified Nursing Assistant:

- Assist residents with daily activities including but not limited to transferring, walking, eating, personal hygiene
- Answer call lights promptly and assist with any resident request
- Ability to empty various drains (JP, IR, NG)
- Utilize and document restraints (posey vests, soft limb restraints, safety bed etc.)
- Implement patient telemetry monitoring

Administration:

- Admit new and qualified patients; present policies and procedures of the facility to new residents and family members.

Staffing:

- Staff the facility with adequate RN's, LPN's and CNA's within the payroll budgets
- Communicate staffing needs to PRN employees to fill any availability on the schedule

Central supply:

- Ordering/delivering supplies
- Invoicing
- Inventory upkeep and management
- Charging accounts payable as necessary

Front Desk Clerk/Concierge:

- Answer incoming and/or place outgoing calls for the facility in a professional manner
- Transferred calls to appropriate units and/or resident
- Sort incoming/outgoing mail
- Escort or direct visitors to desired locations
- Cash handling
- Send receive faxes
- Create resident charts and transcribe doctors' orders

Education

Aug 2019 **University of Denver**

To Current Web Development Bootcamp Certification

Dec 2016 **Excel Driving School**

CDL Licensing

June 2007 **Emily Griffith Opportunity School**

CNA Certification

Nov 2005 **Colorado State High School**

High School Diploma

References Available Upon Request