

# Curt Vance

Wakeman, OH 44889

[ypy49tv74@privaterelay.appleid.com](mailto:ypy49tv74@privaterelay.appleid.com)

+1 419 217 3654

## Professional Summary

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Hardworking and dependable professional with extensive experience in independent contracting, supervision, and logistics. Skilled in organization, customer service, and attention to detail, with a strong work ethic and ability to manage multiple responsibilities efficiently, seeking remote position where I can apply my management, communication, and organizational skills in a dependable, team oriented environment.

Willing to relocate to: Wakeman, OH

## Work Experience

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### **Independent contractor/ vendor**

Trinity Enterprise-Wakeman, OH

Present

- Delivered goods and packages to various locations within specified timeframes

### **Assembly Line Production Worker**

Whirlpool Corporation, Clyde Division-Clyde, OH

May 2004 to March 2019

- Operated assembly line machinery and equipment to assemble products according to production specifications

### **Independent Contractor**

Trinity Enterprises

## Education

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### **Automotive body repair (Trade school)**

Vanguard Career Center-Fremont, OH

August 1989 to June 1992

### **High school diploma**

Lakota High School-Kansas, OH

August 1988 to June 1992

### **Automotive Body Repair (High school diploma or GED)**

## Skills

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- Stocking

- Passenger vehicle
- Organizational skills
- Forklift
- Supervising experience
- Retail sales
- Project management
- Safety regulations
- Face-to-face client meetings
- Territory sales
- Classroom experience
- Attention to detail
- Management
- Sales
- Lawn care
- Van driver
- Outdoor work
- Operating systems
- Delegation
- Grocery store
- Merchandising
- DocuSign
- Auto Body Repair (5 years)
- Automotive repair
- GPS
- Grammar Experience
- YouTube
- Content strategy
- Computer skills
- Vehicle maintenance
- Communication skills
- Pallet jack
- Leadership
- Materials handling
- Van driving
- Experience with individuals with mental health conditions
- Negotiation
- Zoom
- Route driving
- Writing skills
- Automotive service

- Client onboarding
- Computer literacy
- Training
- Ethernet
- Warehouse experience
- Straps
- Driving
- CPR
- Purchasing
- Technical Proficiency
- Customer service
- Recycling
- Cash handling
- Continuous improvement
- Computer operation
- Time management
- First aid
- Report writing
- Microsoft Outlook Calendar
- Mechanical knowledge
- Manual transmission
- Public speaking
- Commercial driving
- Direct sales
- Mobile devices
- Administrative experience
- Freight
- Production scheduling
- Shipping & receiving
- Load & unload
- Account management
- Basic math
- Client workshop facilitation
- Box truck
- Team management
- Managing customer accounts
- Social media management
- Math
- Typing
- Delivery driving - Delivery driving experience (3-5 years)

- Detailing (5 years)

## Languages

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- English

## Certifications and Licenses

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**Forklift Certification**

**Driver's License**