

Cody Hicks

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Professional Summary

Currently seeking a full-time position in a business environment. Outstanding work ethic and experience in multiple arenas have led to a diverse and well-rounded background. Proficient in Microsoft Office and Yardi software. Top performer and natural leader with a consistent track record of meeting and exceeding goals.

Work History

A/R Clerk, Monarch Investment and Management – Franktown, CO October 2019 to August 2021

- Daily review and processing of cash related events pertaining to A/R
- Filing both on server and in physical files
- Assist in monthly review of transactions for accuracy
- Assist in monthly review of tenant related transactions, including but not limited to Move Ins, Lease Charges, Concessions, Security Deposits, Receipt Books and Drop Box Logs.
- Consistent and sustained adherence to Monarch Professional Behavioral Standards

Teller, Wells Fargo – Aurora, CO December 2018 to October 2019

- Daily interactions with customers completing transactions, such as withdrawals, deposits, and payments.
- Consistently handling cash with perfect accuracy, as well as informing customers on certain products to assist them with their financial needs

Douglas County Parks and Recreation – Lone Tree, CO September 2018 to December 2018

- Responsible for maintenance of parks, and county buildings.
- Mowing lawns, snow removal as well as operating heavy machinery.

Electrician Apprentice, Brighter Electric – Castle Rock, CO May 2018 to July 2018

- Learning the basics of becoming an Electrician, such as; installing lights fixtures and fans, running wire through new buildings to supply electricity.
- Digging holes and laying pipe for outside electrical work.

Delivery Driver/Store Associate, Sherman Williams – Parker, CO October 2017 to May 2018

- Provide painters with paint and supplies.
- Handling up to 7000 gallons of paint per day and to deliver paint onto work sites.

Teller, KeyBank – Parker, CO February 2017 to October 2017

- Providing customers with 100% accuracy of daily deposits and withdrawals.
- Handling up to 10 thousand dollars cash each day, while also performing other duties such as, opening and closing routines.

Waiter/Server, Tequila Joes – Parker, CO May 2016 to January 2017

- To provide outstanding customer service, while handling multiple customers at once.

Teller, Wells Fargo – Parker, CO June 2015 to May 2016

- Daily interaction with customers creating new accounts, handling up to 50 thousand dollars cash a day and providing excellent customer service.
- Also, facilitate business transactions and support by creating new debit and credit accounts for customers to ensure monthly quota of company sales requirements.

Sales Associate, GameStop – Parker CO November 2014 to September 2018

- Cultivated a customer-focused environment by providing outstanding sales and customer service and enhancing the shopper's experience. Maintained the front register. Stocked, replenished and priced merchandise according to store merchandizing layouts. Cleaned and organized the store.
- Followed merchandizing guidelines to present visually appealing displays. Fostered a positive work environment by consistently treating all employees and customers with respect and consideration. Continuously exceeds sales quotas. Actively pursued personal learning and development opportunities.

Sports Official, Rocky Mountain Sports Official's – Parker, CO May 2007 to August 2017

- Responsible for leading, officiating and maintaining control of competitive baseball games. Properly ensured both players and coaches executed the game according to established rules and promoted comradery and respect for one another.
- Maintained thorough knowledge of all rules, game procedures, coaching techniques and current trends in Baseball.
- Officiated games thoroughly with respect to all coaches, players, and parents.

SKILLS

Adaptability, Microsoft Office, Yardi Software, Computer literate, Merchandizing, Motivated, Team player

EDUCATION

Ponderosa High School - Parker, CO: High School Diploma