

# KRYSTAL COX

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## EDUCATION

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### HIGH SCHOOL DIPLOMA / MAY 2014

Bear Creek High School  
JR Year: AP Language &  
Composition

SR Year: AP Calculus BC & AP  
Biology

### COLLEGE DIPLOMA / CURRENT

Courses include; Creative Writing,  
Astrobiology, Anatomy, and  
Japanese.

Currently attending DU part time.

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## SKILLS

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Strong organizational skills.

Attention to detail.

Work well under pressure.

Fast and efficient.

Proficient in all Microsoft programs.

Intelligent and learns very quickly.

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## EXPERIENCE

### ELEMENTUM 3D

Safety and Inventory Technician  
May 2018 - Present

Safety Responsibilities: Establish safety guidelines and rules, create and maintain safety program yearly in accordance with OSHA regulations, enforce safety rules, communicate and solve employee safety concerns, ensure all employees are up to date with safety training, keep records of all incidences, ensure the company has a focus on employee health and safety.

Inventory Responsibilities: Create procedures for inventory tracking which all employees must follow, organize all samples, ensure all inventory is easily located, log new material shipments received, log all material shipments sent, log status of all samples, data collection and entry from tested samples, create and update record logs.

Technician Responsibilities: Operating EOS metal 3D printers on an expert level, know the ins and out of all post processing of printed materials to be able to do them as needed, train new technicians on all processes.

### KING SOOPERS

Overnight Grocery Clerk  
January 2017 - March 2018

Responsibilities: Unloading the truck, separating product, putting product on shelves, clearing sales floor, organizing backstock, organizing and cleaning shelves, customer service

### ALTA CONVENIENCE

Retail Staff  
October 2016 - February 2017

Responsibilities: Keeping the store clean and organized, answering phones, attending to customers, stocking product, closing the store

### JESSIE'S RADIATOR & AUTOMOTIVE

Office Assistant  
March 2016 - August 2016

Responsibilities: Customer Service, bookkeeping, filing, account reconciliation, answer phones, delivering parts, cleaning shop