

# Travis Cloke

Hutchinson, KS 67501

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## Professional Summary

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Looking for an organization that is family friendly, strong connection with all other employees. Contain a strong mind and drive to complete the job.

Authorized to work in the US for any employer

## Work Experience

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### **Store Manager**

Catlett Automotive NAPA-McPherson, KS

October 2022 to September 2025

- Manage store employees
- Ensure prompt delivery of parts
- Ensure proper ordering of parts is completed
- Conduct weekly inventory
- Maintain check-in of purchase orders

### **Cashier/Customer Service**

Catlett Automotive NAPA-Junction City, KS

March 2021 to October 2022

- Process incoming customer online order
- Process incoming parts stock
- Assist walk-in customers with vehicle parts needs
- Assist customer call-in with identifying parts needed for vehicle repair
- Ensure parts prepared for store transfer per requested list.

### **Parts Manager**

Eagle RailCar Services-Junction City, KS

May 2022 to August 2022

- Manage inventory of parts, order parts to maintain stock
- Ensure inbound/outbound parts are to AAR, FRA standards
- Prepare parts pulled for Train Car repair
- Maintain status updates for parts ordered
- Operate forklifts to un/load delivery vehicles.
- Safely move Railcar parts to necessary location for repair work.

## Education

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### **Business Management (Associate)**

Cloud County Community College-Junction City, KS

March 2019 to June 2021

### **High school diploma or GED**

### **Business Management (Associate of BS)**

### **High school or equivalent**

## Skills

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- Air Brake
- Loader operation
- Basic math
- Delivery Driver Experience
- Oracle
- Blueprint specification interpretation
- Productivity software
- Filing
- Technical Proficiency
- Computer literacy
- Physical inventory counts for inventory management
- Sales
- Store management
- Food service management
- Profit & Loss statement
- Microsoft Excel
- Sales team management - Largest sales team managed (1-5 team members)
- Time management
- Team development
- Forklift
- Aircraft Maintenance
- Sales Experience
- Mechanical knowledge
- Truck loading and unloading
- Construction
- Construction site
- Presentation skills
- Handling customer inquiries

- Hospitality
- Grocery store
- Schematics
- Project management
- Communication skills
- Manufacturing facility
- Preventative hardware maintenance
- Supervising experience
- Analysis skills
- Blueprint Reading
- Writing skills
- Climbing
- Heavy lifting
- Mechanic Experience
- Receiving shipments
- Manufacturing
- Operating heavy equipment
- general building repair
- Quality assurance
- Facilities Maintenance
- Order fulfillment
- Operations management
- Power tools
- Cash handling
- Typing
- Combat Live Savers
- Personal protective equipment (PPE) adherence
- Management
- Equipment Repair
- Hospitality management
- Report writing
- Optimizing inventory management system
- Retail sales
- Warehouse experience
- Phone etiquette
- Production planning
- Industrial equipment
- Computer skills
- Assembly
- Commercial driving

- Mentoring
- Manufacturing company experience
- Microsoft Office
- Order management system
- Safety regulations
- Sales pipeline management
- Attention to detail
- Excavator
- Tractor-Trailer
- Industrial equipment troubleshooting
- Cycle counting inventory management
- Workplace safety
- Leadership
- Personal protective equipment (PPE) use
- Microsoft Outlook
- Shipping & receiving
- Greeting customers
- Inventory data entry
- Stock organizing
- Retail industry sales team management
- Mechanical troubleshooting
- Microsoft Word
- Food safety management
- Agriculture
- Restaurant experience
- Profit and loss analysis
- Quality inspection
- Customer communication
- Tactical Vehicle Operation Drivers Trainer
- Personal protective equipment (PPE) implementation
- Workplace health and safety regulatory compliance
- Cash register
- Automotive service
- Computer operation
- Heavy equipment operation
- Hand tools
- Team management
- Inventory management
- Business development
- Measurement (quality control)

- Retail management
- Precision measuring instruments
- Quality control
- Organizational skills
- Continuous improvement
- Lead generation
- E-commerce
- Customer service
- Outdoor work
- Landscape maintenance
- mechanical repair
- Microsoft PowerPoint
- Plastics injection molding

## Languages

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- English

## Military Service

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### **Branch: Army**

Service Country: United States

Rank: E1

March 2006 to March 2016

80% rated disabled veteran

## Certifications and Licenses

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### **Organic Applicator**

April 2018 to Present

Certified by BeeSafe organic lawn care institute, New Hampshire.

### **osha 511 standards general industry**

August 2016 to Present

### **Driver's License**

### **Forklift**

May 2022 to May 2025

### **OSHA 10**

### **Six Sigma Certification**

## Additional Information

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### Skills

- Ten(10) years as a CH-47 Chinook Helicopter Repairer, completing 80 Scheduled and Un-Scheduled maintenance set
- Clean Driving Record with 34,000+ miles in Vehicles: High-Mobility Multi-Wheeled Vehicle, 5-ton Light Mobility Tactical Vehicle, 5-ton Light Armor Semi with up to 50ft trailer, Air brake system, Hydraulic brake system, Forklift 10,000 lbs and below, 7.5 ton Wheeled Crane and 10-ton and below over head crane/hoist systems
- Test, Measure, and Diagnostic Equipment Specialist
- Microsoft Proficient: Word, Excel, Power Point
- Ground Support Equipment Maintainer
- Strong attention to detail in implementing safety and regulation requirements

### References