

**Garrison T. Duncan**

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**JOB OBJECTIVE:** To obtain an entry level position or higher in call center, drilling, retail, restaurant, or construction work.

**SUMMARY OF SKILLS**

- Microsoft Word; Microsoft Excel; Microsoft PowerPoint
- Good people skills; dedicated worker; very self-motivated; punctual; completes tasks in a timely manner
- Advanced experience in technical support and customer service
- Multiple levels of experience in different areas of manual labor
- knowledgeable in many tools of trade
- knowledge of many systems used in call center making it easier to pick up and handle new ones
- Experience with store resets and reading and executing plan-o-grams

**PROFESSIONAL EXPERIENCE**

**Fibertel drill Helper**

Work on reclaimer mixing drill fluids adding additional materials as needed

Setting up containment

Setting up drill and other work related equipment

Tracking materials used

Site clean up

Assisting driller with their needs

Transferring rods

Traffic control

Working with hydro vac

Potholing aka utility locating

**Borat longyear drill Helper**

Gathering supply and tools need then loading up for jobs

Transporting tooling and materials to job site

Unloading and setting up rig and tooling on location

**Running and adding rod, mixing mudding inspecting tools general maintenance**

**Inspecting job site and vehicles daily writing up safety sheet**

**TD williamson**

**Assembly tech**

**Short term contract with areotek**

- **Disassemble clean check for issues and flaws with equipment**
- **Reading and following blueprints and diagrams**
- **Assemble equipment according to guidelines given**

**Doordash**

- **Pick up and drop off food to location**
- **Inspection of orders to insure all is correct**
- **Delivery in a timely fashion**

**Capstone logistics**

**June 2020 - March 2021**

- **Assisting warehouse with productivity**
- **Trained in use of machines in warehouse Pallet Jack's, cherry picker, forklifts**

**Conetec , Drill helper, salt lake city**

**January 2019 - june 2020**

- **Gathering supply and tools need then loading up for jobs**
- **Transporting tooling and materials to job site**
- **Unloading and setting up rig and tooling on location**
- **Running and adding rod, mixing mudding inspecting tools general maintenance**
- **Inspecting job site and vehicles daily writing up safety sheet**
- **Experience with auger drilling, mud rotary, Coring, CPT**

**All star motel, maintenance, Salt lake City**

**September 2018 - january 2019**

- **Cleaning and upkeep of the grounds**
- **Fixing and repairing all rooms**
- **Demo and remodel of rooms**
- **Security of the property**

Farr better ice cream, batcher, south salt lake  
September 2018 - nov 2018

Work force staffing , picker , salt lake city

July 2017-

- Picking orders for client
- Making sure all items on the list are Procured and in the correct amounts
- Identify that all items are picked and sent on pallets and wrapped before loading into trucks
- Receiving new inventory and making sure they're put on their proper shelves and input it into the system correctly for future picking

Picker, xpologistics, salt lake city, Utah

March 2017- July 2017 temp

- Picking orders for Comcast client
- Making sure all items on the list are Procured and in the correct amounts and transferred over to the Boating dock area into their specific doors then wrapping the pallets and placing them into the trailers as they arrive so they may be shipped out on time by end of daya
- Receiving new items off of the truck checking the invoice and items to make sure that there is a match and all items are present
- Breaking down the pallets and then moving the items to their designated zones and designated shelves

Pallet maker material handler, Pallet express, salt lake city, Utah January 2017 - March 2017 temp

- Handling materials
- Making pellets to the clients specifications

Customer service representative, General dynamics, Sandy, Utah July 2016 - January 2017 seasonal

- Assisting clients in signing up for the ACA
- Assisting in picking healthcare plan

Customer Service Representative, Alorica – Geek Squad, Magna, Utah June 2014 – January 2016

- Provide Clients with information about technology they wish to buy.
- Assist clients with troubleshooting their issues.
- Document all issues that have been reported by client and anything else I may find.

- Transfer client over to the right department to get their issues resolved

Customer Service Representative, Black Turtle Services, Layton, Utah      October 2013 – March 2014  
seasonal

- Provide customers with health care information.
- Provide customers with information on the Affordable Care Act.
- Assist customers to choose and enroll in health care plan.
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Drill Helper, Excel Drilling, Utah      July 2012 – October 2013

- Loading and sending off drill and equipment.
- Digging sand pit and connecting the water hose.
- Cleaning dig site.

Construction Laborer, Labor Ready, Utah      January 2011 – present

- Preparation of worksite.
- Unloading materials.
- Maintain safety at all times.
- Basic construction labor.

Cook, Bayway Café Restaurant, Avenal, NJ      June 2010 – January 2011

- Food preparation.
- Stocking of back freezer.
- Cleanliness of work station and grill.

Survey Interviewer, Key Research Solutions      November 2011 – December 2011

- Conducting survey calls.
- Completing surveys.

Head Waiter, Great Tastes Catering Service      November 2008 – January 2010

- Event set-up.
- Directing the food flow.
- Managing wait staff.
- Event clean-up
- Loading event items and dropping off using company vehicle

Store Clerk, The Tigers Den/School Store, East Brunswick, NJ

September 2008 – 2009

- Managing check out register.
- Handling physical inventory and restocking shelves.
- Display set-up.

Handyman Assistant, Honey-Do Handyman Service

December 2007 – October 2008

- Assisting with all aspects of projects
- Loading and unloading company vehicle
- Driving to and from job site

### **ASSOCIATIONS/AFFILIATIONS**

Distribution Education Clubs of America (DECA)

### **EDUCATION**

Middlesex County Vo-Tech, East Brunswick, NJ

Retail Sales, 2010

### **References**

William Powers

C.E.O of Bonnie brae

(908) 647-0800

Tom Melvin

Former athletics director for Bonnie Brae

908-581-9138