

**KELVIN COLEY**

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(804) 221-6764

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**SKILLS SUMMARY**

**Areas of strength**

- Leadership Skills
- Forklift Operator
- Organizational Skills
- Computer Literacy
- Work as Team Player
- Manage Petty Cash
- Marketing and Sales
- Customer Service
- Inventory Control
- Communication Skills
- Light Industry
- Research Abilities
- Strong Telecommunication Skills
- Public Speaker

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**WORK HISTORY**

**Lead Mover** *Mountain Movers B&R Inc.* 3030 Meadowbridge Road Richmond, Virginia  
August 2007-Present

**Assembly Line Worker/Forklift Operator** *Closet Factory* 5152 Elm Drive Richmond, Virginia  
September 2006-August 2007

**Assistant Sales Manager** *Boaz and Ruth Inc.* 3030 Meadowbridge Road Richmond, Virginia  
October 2004-August 2006

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**CERTIFICATES AND AWARDS**

- Certified Forklift Operator
- Toastmasters International Club (CC)
- MS Word
- Emotional Competency
- First things First
- Conflict Resolution
- CPR
- Core Beliefs
- Fred Factor (Customer Service)
- Family Relationships

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**REFERENCES**

Promptly furnished upon request

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