

Courtney Branham

Messenger/Driver/ Armed Service Technician - Loomis Armed Services

Indianapolis, IN 46221

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Authorized to work in the US for any employer

Work Experience

Crew Leader

West Shore Home-Indianapolis, IN

June 2023 to Present

- Led a team of XX employees, providing guidance and support to ensure successful completion of projects
- Implemented effective communication strategies to foster collaboration and improve team productivity
- Monitored team performance and provided regular feedback to drive continuous improvement
- Successfully managed multiple projects simultaneously, ensuring timely delivery within budget constraints
- Collaborated with cross-functional teams to identify process improvements and implement best practices
- Created performance metrics and tracked key indicators to evaluate individual and team performance
- Identified skill gaps within the team and coordinated training sessions to enhance overall capabilities
- Developed strong relationships with clients through effective communication and exceptional customer service skills
- Demonstrated strong problem-solving abilities when faced with unexpected challenges or obstacles
- Ensured compliance with company policies, procedures, safety regulations at all times
- Cultivated a positive work culture that encouraged teamwork, creativity, innovation among employees
- Developed and maintained strong relationships with key stakeholders to ensure alignment of goals and objectives
- Provided coaching and mentoring to team members, resulting in professional growth and improved performance
- Ensured compliance with industry regulations through regular audits and quality control measures
- Established clear expectations for individual roles within the team, promoting accountability and ownership of tasks
- Implemented effective time management techniques that resulted in meeting project deadlines consistently

Construction Worker

A good dog construction-Indianapolis, IN

March 2022 to May 2023

Composed customer estimates

Followed and designed building blueprints

Compiled supply list for job sites and customers

Ran a crew of up to 4

Layed and design tile bathroom surrounds as well as commercial sites

General contracting duties on multiple style types of jobs

- Read and interpreted blueprints and construction plans to ensure accurate execution of project specifications
- Collaborated with team members to coordinate workflow and meet project deadlines
- Maintained a clean and safe work environment by adhering to all safety regulations and protocols
- Assisted in the installation of electrical systems, plumbing fixtures, and HVAC units as part of building construction
- Executed precise measurements using tape measures, levels, squares, and other tools to ensure accuracy in construction projects
- Demonstrated expertise in carpentry skills such as framing walls, installing doors/windows, and finishing surfaces with trim work
- Assembled scaffolding structures according to safety guidelines for elevated construction tasks
- Laid out foundation forms accurately based on site plans before pouring concrete for building structures
- Closely monitored inventory levels of materials on-site to prevent delays or shortages during construction processes
- Safely operated power tools including saws, drills, nail guns etc. while following proper safety procedures
- Assisted in the demolition process by removing debris from worksites using wheelbarrows or other equipment
- Poured concrete into molds or forms ensuring even distribution for solid foundations
- Erected temporary structures such as barricades or fences around worksites for enhanced safety measures
- Cleared debris from work areas regularly throughout each shift maintaining cleanliness standards at all times
- Lifted heavy loads manually or with assistance from equipment ensuring proper lifting techniques were followed at all times
- Framed walls using lumber planks ensuring structural integrity was maintained throughout the process
- Operated power saws or other cutting equipment to cut materials according to project requirements
- Assisted with the installation of roofing materials such as shingles, tiles, or metal sheets
- Collaborated with architects, engineers, and contractors to resolve any construction-related issues that arose during projects
- Maintained accurate records of daily activities including work progress, material usage, and labor hours for reporting purposes

Armed Security Officer

Global Security Services-Indianapolis, IN

June 2019 to August 2021

Patrol inside and outside of a military base
check IDs of people accessing the base
data logs

Correctional Officer

Indiana State Prison-Plainfield, IN

March 2019 to May 2019

Maintained schedules for the offenders
made sure only inmates who were allowed to do extracurricular activities were allowed to leave

Messenger/Driver/ Armed Service Technician

Loomis Armed Services-Indianapolis, IN

June 2017 to December 2017

Ability to repeatedly perform heavy lifting and carrying items by hand in an unrestricted manner for significant distances (several yards).

- Ability to push/pull dollies/carts loaded with cargo weighing up to several hundred pounds.
- Unrestricted ability to bend, stoop, squat, stand, walk, climb, twist, turn and reach out.
- Ability to operate a motor vehicle safely in accordance with Driver Physical Qualifications established by the US Department of Transportation, Federal Highway Administration.
- Ability to read and speak the English language sufficiently to converse with general public, to understand

highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.

- Ability to operate large automatic shift vehicles
- Good attendance and punctuality
- Ability to handle change in sequence and routine on short notice.
- Exposure to wet and dry conditions, extreme heat and cold, constant vehicle and traffic noise and possibly to gasoline/diesel fumes.

Caretaker

Evergreen Community Supporters-Winchester, KY

November 2016 to January 2017

Helped three individuals with daily objects.

- Giving baths, helping them eat, making them food.
- Giving them their medications

Deputy

Clark County Jail-Winchester, KY

August 2016 to November 2016

Assisted in restraining violent and unruly inmates.

- Safely transported inmates to and from work sites.
- Maintained records and logs of man hours, materials and equipment used.
- Conducted internal security checks and distributed meals.
- Continually monitored dormitories for inappropriate activity.
- Verified warrants, conducted searches and fingerprinted inmates.
- Signed in all visitors and completed appropriate visitation log forms.
- Received property from incoming inmates, provided receipts and inspected items for contraband.
- Maintained daily logs of shift activity. Escorted prisoners to court appearances in a timely fashion.

Logistics Coordinator

KDMK-Mount Sterling, KY

June 2016 to August 2016

Selected products for specific routes according to pick sheets.

- Worked at a rapid pace to meet tight deadlines.

CSA - Customer Service Associate

Amazon-Winchester, KY

November 2015 to May 2016

- Collected customer feedback and made process changes to exceed customer satisfaction goals.
- Provided accurate and appropriate information in response to customer inquiries.
- Built customer loyalty by placing follow-up calls for customers who reported product issues.

Awards and Acknowledgements

Type of Award / Award Description

- I have gotten awards through playing high school and college softball.
- Amazon I've gotten multiple awards for most improved, and top of my team.

Education

None

Asbury University
2015

Certificate in Physical Fitness

Rainy River Community College
2014

High School Diploma

Mooreville High School
2012

Skills

- Stocking
- CUSTOMER SERVICE (Less than 1 year)
- Excel
- Concrete finishing
- Typing
- cash handling
- Communication skills
- RETAIL SALES (Less than 1 year)
- SALES (Less than 1 year)
- Rebar installation
- data entry
- Organizational Skills
- Management
- Time Management
- Masonry
- RECEPTIONIST (Less than 1 year)
- Construction estimating
- training
- Construction
- security
- communications
- Word
- Construction inspection
- Concrete forming

- Forklift Operator
- Project management

Certifications and Licenses

Driver's License

Additional Information

Skills Summary

- Working in a team
- Dedication
- Integrity
- Leadership
- Communication
- Attention to Detail
- Sales
- Personable
- Microsoft Documents
- Customer Service