

RESUME #382

OBJECTIVE

Highly motivated, knowledgeable, and results-driven professional to secure a position with your company as a *Construction Assistant, other key role in Building / Property Maintenance, or as applicable*, utilizing my skills, formal training, expertise, certification, education, and experience

SUMMARY OF QUALIFICATIONS

- Possesses 3-month, 210-hour certificate in an accredited Building Trades training program with course studies comprised of Introduction to the Building Trades, Machine, Tool and Equipment Safety, Construction and Building Materials, Building Codes and Standards, Blueprint Reading, Masonry, Rough Framing, Window and Door Installation, Basic Electrical Wiring, Drywall, Plumbing, and Finishing Work
- Trained and fully compliant with all OSHA safety laws and regulations, possessing the 10-hour certification, as well as knowledgeable or familiar with Lock-Out/Tag-Out protocols and procedures, and the wearing of PPE
- Experienced operating a wide range of hand and power tools
- Over 4 ½ years' experience in several positions in production/warehouse settings, assisting in the manufacturing and/or assembly of automotive components, personal care items, and direct mail processing/advertising, receiving shipments of raw materials, assembling components per specifications, repositioning items throughout warehouses, placing products on shelves and racks, and maintaining organizational systems
- Prepares/packages products for shipping including applying shrink-wrap and affixing address labels, moving palletized products to staging areas for shipping, and more
- Consistently meets and/or exceeds all daily quotas and objectives with an overriding focus on safety
- Trains new personnel upon supervisor requests, delegating work orders to ascertain comprehension of job duties and responsibilities, monitoring all work activities for quality, expediency, and safety, conducting performance evaluations, and consulting with upper management for employee status/progress reports
- Over 10 ½ years' experience in sales and providing uncompromising highest standards of customer service in the restaurant, manufacturing, food delivery, and convenience store industries, assisting both internal and external customers with their product/service requests, requirements, and selections, developing effective solutions customized to individual needs, and resolving issues to their complete satisfaction
- Operates pallet jacks, hand trucks, dollies and most hand, air, and power tools
- Performs inventory management utilizing handheld barcode scanners, uploading data to computer systems, and reporting surpluses and deficiencies to upper management
- Excellent communications, math, analytical, detail-oriented and problem-solving skills
- Multi-tasks efficiently, learns new systems quickly, and completes projects on time or ahead of critical deadlines
- Dependable, highly organized, follows directions precisely, and adapts to nearly any work setting
- Experienced using computers, Windows, MS Office, Internet research, and email
- Works well with little to no supervision and/or collaboratively in a team environment

PROFESSIONAL EXPERIENCE

03/19 – Pres. *Delivery Driver*

Door Dash, Sanborn, NY

- Responds to the applications available customer requests for delivery of food and beverages from area restaurants, acknowledging the acceptance of delivery opportunities, and delivers all items | to their respective customer destinations
- Complies with all Door Dash's policies and procedures and maintains a superior rating

02/18 – 10/19 *Machine Operator / Production / Quality Assurance*

Bridgestone APM Company, Sanborn, NY

- Works on a production conveyor line, receiving preliminary automotive seat foam cushions designed for the Honda CRV vehicles, responsible for the initial phase of building the seat, with a focus on setting cloth fabrics on either the backs or seats before passing through the line to further assemblies utilizing state-of-the-art robotics

Machine Operator / Production / Quality Assurance (cont.)

- Assisted as part of a dedicated team once per week to clean molds using high pressure liquid nitrogen
- Previously assigned the position of Air Bag Slitter which required the strategic slitting of airbags in a deflated state, sending airbags to the client for further production and resealing
- Maintained highly organized and clean workstation at all times
- Met and/or exceeded all daily quotas, goals, and objectives, with an overriding focus on safety

11/17 – 02/18 ***Store Associate / Cashier***

7-Eleven, Tonawanda, NY

- Cashed-out customers' orders using cash registers and/or credit card machines
- Assisted customers with locating hard-to-find items, operates the Lotto machine and prints tickets, and resolves customers' issues to their complete satisfaction, referring customers to the store manager for complex issues
- Stocked shelves and coolers with shipments of products as necessary, rotating products by date/time stamps accordingly

09/14 – 09/15 ***Overnight Baker***

Tim Horton's, Buffalo / Tonawanda, NY

- Ensured that all display cases with filled with baked goods
- Baked the muffins, Danishes, croissants, rolls, donuts, breads, etc.
- Prepared soups and other food items as requested
- Assisted customers with their food and beverage orders as needed from the counter or in the drive-thru position, and cashed-out their orders

06/11 – 11/17 ***Kitchen Assistant***

U.S. Air Force Base, Falcon Club, Niagara Falls, NY

- Assisted cooking staff as directed or necessary, preparing and cooking breakfasts, lunches, and dinners for up to 200 service men and women, and for banquets, up to 350 people
- Operated a commercial dishwashing machine to keep the kitchen staff supplied with clean pots, pans, and utensils and serving staff supplied with clean dishes, glasses, silverware, etc.
- Performed a variety of cleaning/janitorial duties including sweeping and mopping floors, degreasing kitchen equipment, cleaning bathrooms replenishing soaps and paper goods, and taking garbage to the dumpster

05/12 – 09/14 ***Machine Operator / Production Specialist***

Lornamead, Tonawanda, NY

- Assembled and capped toothpaste tubes, Chapstick, and other personal care items, performing quality assurance inspections on products, setting aside damaged or defective items, and notifying management
- Operated the conveyors bringing products to the packaging phase of the operation
- Placed items into boxes, sealing the boxes, affixing shipping labels if required, and placing boxes onto pallets, bringing boxes to staging areas for shipping using pallet jacks
- Consistently achieved all daily quotas and objectives

04/09 - 03/11 ***Pizza Maker / Dishwasher***

La Hacienda Restaurant, Niagara Falls, NY

- Prepared and baked pizzas for dine-in patrons and take-out orders per patron specifications

EDUCATION, TRAINING & ACHIEVEMENTS

Building Trades Program Training Certificate, December 2020

Orleans-Niagara BOCES, Niagara Falls, NY

OSHA 10-Hour Training Certificate, 2020

Orleans-Niagara BOCES, Niagara Falls, NY

Industrial Math Review Course, 2020

Orleans-Niagara BOCES, Niagara Falls, NY

Business Administration (course studies), 2015 - 2016

Niagara County Community College, Sanborn, NY

GED, 2014

Niagara Falls High School, Niagara Falls, NY