

NOAH CLARKE

1524 10th Ave SE Rochester Apt 3, MN 55904 · 1-507-319-5643
Noah.Clarke24@outlook.com

My main career objective is to finish my bachelor's degree in human resources online through Winona State University. What makes me stand out against other applicants is that I have been employed consistently since I was 16 years of age, I am dedicated to the jobs and duties I have and I will always try to problem solve and assess situations I feel need improvement for the betterment of the company or the individual. I am very understanding and advice oriented especially if there are ways for me to better myself or the job I am committing to.

EXPERIENCE

(MAY 2011 – JUNE 2013) (JANUARY 2016-JANUARY 2017)

SANDWICH ARTIST, SUBWAY

Some responsibilities I had while working at Subway were to open or close the store depending on my shift. I also was responsible for baking bread, cookies, and preparing food and weighing out set amounts of certain food on food trays. Lastly, I was also trained to help put products away on truck days. Some achievements I had received would be the ability to work fast paced and with a group, learning certain measurements for certain food items, and lastly how maintain a clean safe environment.

(JANUARY 2016 – MAY 2017) (FEBUARY 2018-JULY 2020)

CASHIER, SUPER AMERICA

Some of the responsibilities I had while working at Super America were making sure individuals were not trying to steal products or drive off with fuel. Preforming cash drops into the safe to maintain no more than \$300 in the register at any one time. Another is checking identification cards for individuals purchasing tobacco items and lottery and providing excellent customer service to customers regardless of their attitudes. Some achievements I have received while working at Super America would be the ability to efficiently and quickly count large sums of money. Another achievement would be the experience gained from having to associate with countless different individuals from age, ethnicity and even beliefs. My final achievement is maintaining a constant awareness for individuals who need help, or to prevent theft.

(JUNE 2013 – DECEMBER 2015)

ASSEMBLY LINE FLOOR WORKER/ PAINTER, FOLDCRAFT

Some of the responsibilities I had while working at FoldCraft were assembling products off the line and packaging of finished products off the line. Applying powder coat paint to raw products. Chemical washer setup and cleaning. Checking quality of products before being sent out and touching up regular products or sanding paint off special products. Assembling of fabric seat pads. Lastly some low-level maintenance as well. Some of my most significant achievements while working at FoldCraft, would be learning how to paint with powder coat. Learning how to regulate and set up the chemical washer. Learning how to work in an incredibly fast paced environment with a diverse group. Finally learning how to fluently use varies tools and equipment.

(MAY 2017- FEBRUARY 2018)

PEACE OFFICER, Premier Security

Some responsibilities I had while working at Premier Security were to learn codes for different crimes to efficiently communicate situations to supervisors. Filling out “duty logs” during shifts. knowing when to file a “disturbance reports” or other reports involving criminal activity.

I had to take and pass a class on “Use of Force” which taught on how to appropriately use items such as Mace, batons, handcuffs and hand to hand confrontations. How to effectively detain potential suspects. I have been trained to assess potential low, medium, and high-risk situations, and what actions should be taken under each. I was trained how to lead people to designated exits and potential escape routes during situations where safety is in jeopardy. I was trained in ways that would help me see if the suspect were lying or making false stories and to question suspects of potential crimes. I was trained to escort homeless individuals, and other persons not allowed on the property of the job sites, off the property or get police involved if said persons were not following the orders giving to leave the property or had repeat offenses. I was also trained to break up conflicts and fights on job site property. Lastly if an injury occurred while I was on duty it was my responsibility to stay with injured parties make sure no further harm came to them until medical assistance had arrived. Some of my achievements while at Premier security would be the ability to better control situations and provide help where it is needed. Learning what its like to feel responsible for people’s wellness and safety. Finally, allowing myself to try to help people who have had it harder than I have.

(JANUARY 2020- PRESENT)

Door Dash

I have been a delivery driver with Doordash since January 2020. Since that time I have had a 5.0 customer rating based off the last 100 customers. My acceptance rate is 90%, it would have been 100% however due to certain problems on doordashes end it would not allow you to accept delivers or notify you when you had a delivery pending. My completion rate is 97%, This would be 100%, but there was one time I denied an order due to the wait time being too high and I had another order to fill for another customer as well. My on time or early delivers is 88% which this is strictly due to the fact the wait times at some of the restaurants would be well over what doordash had told the customers sending the orders in. Which fell upon the drivers relaying to the customer about the wait time and the customer would still have the right to rate lower due to extended wait.

(AUGUST 2020- JULY 2020)

ASSEMBLY LINE WORKER, FED EX

I had started at Fed Ex in early august. During this time I had unloaded packages of all shapes and sizes in their appropriate assembly belts. These packages varied in sizes as well, some of which reaching well over 100 pounds. The shifts were 8 hour shifts, 10:30pm to 5:30am, Tuesday through Saturday with no breaks. However, I have not worked there for very long so I have not gotten to do much else outside of my job description sadly.

(SEPTEMBER 2020- PRESENT)

CUSTOMER SERVICE REPRESENTATIVE. SPECTRUM

Some of the responsibilities I had well working for Spectrum included, activating customers equipment and assisting them with getting equipment set up properly. Another responsibility I had was helping people troubleshoot their equipment. Such as cable boxes, internet modem and routers, and land line home phones. I had also assisted with lowering bills and providing different options for packages they could get for internet and cable tv as well as the prices for those. Another responsibility I had well working for Spectrum was explaining the bills to customers, and if there were any increases, I would explain what caused the increase. Another requirement for Spectrum was deescalating upset callers, which was difficult sometimes but majority of the time I had no issues getting customers happy again.

Spectrum also had many different stats employees needed to adhere to, some of which were AHT (average handle time), FCR (first call resolution), TRP (truck roll prevention), VOC (voice of the customer), transfer rate (how often you had transferred customers to another department), and iris usage (how often you used the steps given in the system to resolve customers issues). There were many other different stats as well, however these were the main ones. After my second month at Spectrum, I meet almost every stat, every month. Spectrum helped me becoming amazing at customer service and assisting people from all walks of life. During my time at Spectrum, I had learned to be extremely fast and proficient with the different systems and coding used. Which gives me confidence that no matter what job I have in the future ill be able to learn their systems and methods of operating with ease. Also, arguably the most important part of Spectrum was the customer service skills, which I had excelled at. Spectrum had taught me how to calm extremely upset people down, and how to progress through difficult conversations without hassle. The experience I had gained through Spectrum I feel will make me a valuable asset to any company no matter the job or duties.

EDUCATION

GRADUATED HIGH SCHOOL MAY 2013
KENYON WANAMINGO HIGH SCHOOL

JANURAY 2016- MAY 2019

HUMAN RESOURCES SPECIALISTS, ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

I have maintained a 3.0 GPA during my time at RCTC. I have been on the Dean's list multiple times throughout my schooling. The only times I was not on the Dean's list, was when I was only taking enough credits to be considered a part-time student. Since only fulltime students can be placed on the Dean's list, I was excluded those semesters. I had also been invited to, and joined a fraternity called PHI THETA KAPPA honor society, which requires a 3.0 GPA or higher is to join and maintain membership. Some of the more challenging classes I have completed during my time at RCTC are, Micro and Macroeconomics, Financial and Managerial accounting, Business Law, Principles of Management, Principles of Marketing, Business and Economic statistics, and lastly Micro computer business applications.

SEPTEMBER 2019

HUMAN RESOURCES SPECIALISTS, WINONA STATE UNIVERSITY

I completed one semester at Winona state university. However the expenses of college got to be too much, mainly due to the fact I had moved out of state. However I would be willing to complete the remaining courses of my bachelor's degree with the assistance of tuition reimbursement or any of the other options wiling by the company.

SKILLS

- Passionate
- Hard working
- Positive attitude
- Time oriented
- Fast learner

ACTIVITIES

Some passions I have are doing things for others and the environment. Some examples of things I have done for others, would be freely providing my services at a soup kitchen for the homeless, Volunteering at church youth groups during summer months, splitting and stacking wood freely for a man that has cancer, helping elderly people from falling in winter months when going back to their vehicle from the gas station I worked at. Some examples of things I have done for the environment are, cleaned garbage from ditches, picked up litter while traveling on foot to dispose of properly, became more eco-friendly and knowledgeable on things I can do to help the environment, Lastly I have swayed others to also become more eco-friendly who were constantly littering and doing other harmful environmental activities. Some activities I participated in were bible study, church youth groups, a cribbage club, baseball, wrestling, track, tutoring, ditch cleaning, and college fraternity honor society. The main ways I would like to give back are by donating to environmental charities or charities that provide help for underprivileged youths, I would also like to be able to provide people with facts and statements to further educate people on how they can make a difference on these big issue topics.



MINNESOTA

DRIVER'S
LICENSE

NOT FOR FEDERAL IDENTIFICATION



1 CLARKE
2 NOAH COLE
8 213 RED WING AVE
KENYON, MN 55946-1329

4d DL# D224-090-638-108 4a ISS 07/13/2020
3^s DOB 04/17/1995 4b EXP 04/17/2024
9 CLASS D 9a END NONE
12 RESTR 2

Noah Cole

Minnesota



15 SEX M 17 WGT 150 lb
16 HGT 6'-00" 18 EYES BLU



5ⁱ DD.00000003238690 04/17/95

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Clark, Noah Date: 11-8-21

Address: (Street Address) 4860 maine ave SE (Apt./Unit #) 301

(City) Rochester (State) MN (ZIP Code) 55901

Phone: 507-319-5643 Email: Noah.Clark24@outlook.com

Social Security No. 475-79-4520 Date Available: 11-23-21

Position Applied for: sanitation S Desired Salary: 18.50

Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time

Are you authorized to work in the U.S? Yes No

How did you hear about us? indeed Referral Name: _____

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Kenyon - Wanaago	Kenyon, MN	K-12	honel HS degree
College	RCTC	Rochester, MN	3	HR, associates
Bus. Or Trade School				
Professional School				

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant Brad Clark Date: 11-8-21