

# David Bates

Wonder Lake, IL

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## WORK EXPERIENCE

### **Laborer/Forklift Operator**

Alliance Contractors - Woodstock, IL - 2012 to November 2014

#### Responsibilities

Loading equipment and tools for concrete road construction jobs, unloading deliveries of material for different jobs we were doing clean up jobs when complete. Work in a very fast pace, environment, with very few rests in between jobs or activities.

Moving, chopping, pushing, heavy woods, and other materials. Operated machinery, forklifts, tractors, and other machinery used for road construction. Overseen, daily forms of work and activities performed by self and others

#### Accomplishments

I have a Class A CDL Permit.

Received many positive compliments by company owner, by going above and beyond what was asked of myself each and every day.

#### Skills Used

Extreme fast paced working, leadership, organization, hardworking

### **Event Coordinator, & Service**

Harley Davidson - Woodstock, IL - February 2014 to August 2014

#### Responsibilities

Properly and efficiently prepared indoor and outdoor events.

Correctly and carefully take down event items for use on later dates.

Prepared food, with perfect score from health inspector each and every event.

Made sure prior to every even supplies were in stock.

Delivered and picked up bikes, as well as preparing for pick up's and drop offs.

Washed, polished, test drove, and prepared bikes, before and after service or bike delivery.

#### Skills Used

Strength, Fast paced working environment, flexible shifts, immediate task change, verbal and physical skills.

### **Cashier/Customer Service Representative**

Wendy's - Woodstock, IL - 2011 to 2013

#### Responsibilities

Provide Customer Service, Receive and disburse money, Operate a cash register, Answer customers' questions, comments and concerns. Compute and record totals of transactions, Greet customers, Maintain clean and orderly work area, Process merchandise returns and exchanges, Resolve customer complaints, Balance cash register, Sell specials, changing of signs, occasional cooking, and meal preparing, Price merchandise, double check each order in a timely fashion, making sure orders were correct and accurate. Made sure store was spotless at close, perfection for the next business day

Accomplishments

Many compliments on performance, by not only customers, but by coworkers as well as managers, and store owner.

Skills Used

Great verbal (English), Organization, tidiness, customer service

EDUCATION

**High School Deploma in High School Studies**

Woodstock North High School - Woodstock, IL

2009 to 2012

CERTIFICATIONS

**Class A CDL Permit**