741 Williams Drive, Marion, IA 52302 • (319) 538-1034 • jakerunn11@gmail.com

Timothy J. Ahrens

Objective

Support position with focus on being a valuable member of a team. I am very familiar with the Microsoft Office Suite, Google Tools & Apps, time charging and QuickBooks. I embrace open, honest communication with my supervisors and co-workers, promote working well within a team and I am willing to put in additional time to get things done right.

Experience

May 2014 – Present | Minger Mowing & Landscaping | Anamosa, IA

Lawn Technician

- Mow, edge, trim trees/shrubs, and weed & pest control
- Work efficiently as a team
- Customer service and acquiring new clients

June 2013 – May 2014 | Worley Warehouse | Cedar Rapids, IA

Forklift Operator

- Storing, shipping and receiving of product to meet company standards of safety, security and productivity
- Preparing loose product pallets and packaging for shipment
- Checking or counting all product while ensuring it is free of damage and infestation and that production code dates are properly recorded
- Accountable for the safe, orderly and efficient movement of the customer's products.
- Use of barcode scanners and inventory tracking software used for all inbound and outbound units and tracking within the warehouse

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April 2002 – June 2013 | Tim's Lawn Service | Marion, IA

Owner/Operator

- Managed staff of six to eight full time and seasonal employees
- Work efficiently and effectively under deadlines and time constraints due to weather conditions
- Bid new contracts and maintain client base with exceptional customer service
- Accounts payable/receivable, payroll, and state/federal taxes
- Maintain various licenses and permits required for business operations
- Full service lawn, landscape and snow removal
- Frequent use and maintenance of hydrostatic and manual mowers, Velke, skid steer, and mini track hoe were essential to the business

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Feb 1998 – April 2003 | Toyota Financial Services | Hiawatha, IA

Fleet Manager / Customer Service Representative

- Placed new vehicle orders for all employees, scheduled and documented service and repairs
- Coordinated vehicle return when leases ended
- Worked with new and existing customers over the phone to assist with lease program issues and renewals

Education

1988 – 1991 | Kirkwood Community College | Cedar Rapids, IA

Business Administration

- 3 of 4 semesters completed to date to earn Degree

References

References are available on request.