

ALLEN ISADORE MARK

Manager

Humanity Expert

Laborer

THE RESUMÉ VERSION

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Work History

AEP (American Engineered Products) • Assembler • Eagan, MN • 04/09—04/09

- Manufactured various sheet metal products
- Learned each different mechanical aspect of every product to aid in assembly
- Honed speed and focus to maximize output
- Utilized communication skills as specifications of orders changed

A&W Restaurant • Supervisor/Cook • Faribault, MN • 09/13—05/22

- Internalized the importance of delegation to maximize efficiency and productivity
- Continued to hone communication so each member remained goal oriented
- Focused on achieving said goals for the store and sought ways to achieve them
- Oversaw store operations, such as: running reports, logging inventory, overcoming obstacles and keeping workers on track
- Counted tills and change safe, thus preventing lapses in income and ensuring profitability
- Went above and beyond the call of duty to promote positive company image and satisfy customer needs

- Tactfully handled interpersonal issues amongst coworkers and/or customers and sought resolutions

Perkins Family Restaurant • Host/Server • Faribault, MN • 07/14—01/15

- Conducted customers around restaurant and communicated whereabouts to fellow servers
- Memorized store layout for both business and consumer benefit
- Honed professionalism and the need to maintain collected and friendly composure regardless of situation
- Engrained the need for speedy response to customers and cooks for accurate and diligent delivery
- Utilized multitasking skills, keeping up with constantly increasing work load and consumer influx

CCF Bank • Teller • Faribault, MN • 08/14—03/15

- Built rapport with clients for best teller/client relationship
- Honed computer skills for efficiency and competency
- Handled large sums of money, internalizing the importance of tracking such quantities and the ability to count them accurately and quickly
- Sharpened my professionalism as my presence represented the company's image
- Learned each individual service offered to ensure customer satisfaction

Mary Kay/Vector Marketing/Amway • Ind. Sales Rep./IBO • MN • 04/15—07/17

- Learned plethora of products and their aspects to precisely cater to individual needs
- Oversaw personal operations as business manager, utilizing time management and organization
- Honed interpersonal communication skills, knowing how to navigate conversation, focusing on best outcome for both parties
- Traveled to multiple different locations to increase profitability and demographics
- Trained with both investors and business owners on ins-and-outs of entrepreneurial conduct
- Custom designed presentations for select situations for marketability
- Understood importance of word of mouth and how it affects success

Homestead Honey Farm • Harvester/Bottler • Dennison, MN • (Seasonal) 06/20—06/21

- Learned to see overall operations and adjusted pace to assist workers
- Diligently arranged frames to utilize space in extractors
- Honed calm/collected mindset to prevent injuries
- Maintained efficient communication with coworkers
- Maintained morale as to ensure efficient and enjoyable work environment

- Understood individual aspects of farm operations

Northern Tool • Assembler/Powder Coat Painter • Faribault, MN • 10/20—12/20

- Conducted assembly line and tracked products with orders
- Learned patience with paint room pace
- Increased personal strength to best meet job demands
- Understood importance regarding order of operations as it affected outcome
- Maintained work ethic and the need to push through exhaustion

2 To Do for You & Crew • Laborer • Sheboygan, WI • 01/21—02/21

- Was trained on aspects of home improvement
- Honed accountability and individual responsibility
- Focused on efficient practices to meet deadlines and minimize mistakes
- Maintained friendly demeanor and recognition of importance of customer privacy/respect property

Domino's • Delivery Driver • Faribault, MN • 09/17—07/20

- Memorized area layout for faster delivery and more efficient use of vehicle
- Prepared vehicle and self by stocking extra utensils, condiments and napkins to ensure customer satisfaction
- Learned to balance between answering phones, taking in store orders and delivering orders already in system guaranteeing maximum order output
- Followed all rules and guidelines of the road and store so company image was best represented
- Maintained in-store stock/inventory in downtime for smoother operations

Famous Footwear • Assistant Store Manager • Medford, MN • 03/21—06/21

- Directed and delegated coworkers and made sure daily tasks were accomplished
- Maintained store floor organization and product presentation
- Stayed vigilant of customers, paying attention to obtuse/out-of-sorts behavior to prevent theft
- Greeted and communicated with every person coworker and customer alike to address issues before they arose or escalated to keep things flow
- Stayed up-to-date with company policy changes, sales/deals, and store goals from the GM and other representatives to ensure productivity

Unity House • DSS • Faribault, MN • 09/21—06/22

- Cared for a vulnerable adult and saw to his every need
- Maintained a strict dietary/medical regimen to ensure his well-being and his comfort
- Took the brunt of clients outburst while staying calm yet assertive so he didn't hurt himself, I didn't harm him and getting him back to stability
- Kept in touch with company manager regarding his specific routine as to keep him most stable/comfortable while making sure his care never deviated

Daikin Applied • Complex Assembler • Faribault, MN • 09/22—04/23

- Honed use of multiple varieties of tools
- Learned custom configurations of each product
- Moved to different work zones to understand products fully, focusing on efficient assembly for each work station
- Set pace for part production and assisted coworkers so work load was maintained
- Learned the efficient maneuvers, staying on track with goals

True Grit Stables • Ranch Hand • Rosemount, MN • 04/23—05/23

- Learned about horse needs and how best to conduct self around them
- Focused on building upkeep for farm operations
- Stayed on top of each animal's health and needs
- Built trust with workers and animals to maintain well-being of all involved
- Performed a variety of tasks as required for profitability of stable

AZZ Galvanizing • Laborer • Minneapolis, MN • 07/23—09/23

- Trained on operations of steel manufacturing
- Learned individual needs for each order
- Honed organization for rack utilization and speed of order completion
- Pushed limits of physicality and health in possibly hazardous environment
- Focused on concentration of action to prevent injury and increase efficiency

Premium • Sales Rep. • Fridley, MN • 12/23—1/24

- Built customer rapport through small talk and icebreakers
- Memorized services/products offered by company to best address customer needs
- Covered large area to best reach multiple customers and different kinds of demographics
- Became familiar with the affiliated store I was located in to assist customers with what they were shopping for to gain trust and lead to easier means of telling them what I could offer them
- Kept consistent communication with higher-ups and IT workers to manage issues and answer customer questions and address concerns

Education

Owatonna High School • Owatonna, MN • 05/11—06/13

- High School Diploma

South Central College • Faribault, MN • 09/14—03/16

- A.A. Degree

Skills

- Organization
- Communication
- Management
- Scheduling/Routine
- Food Preparation
- Retail
- Customer Service
- Human Resources
- Computer Use
- Healthcare
- Leadership
- Co-Parenting
- Educating
- Innovation
- Solution Seeking
- Language Learning
- Typing/Administrative/Clerical Work
- Spiritual Enlightenment
- Research
- Mathematics
- Professionalism

Languages

1. English = Fluent/Native spoken
2. Spanish = Conversational/Business
3. ASL = Beginner/Conversational
4. Bits and Pieces of: Somali, German, Chinese, Arabic, and a few others

**I Appreciate Your Consideration and Look
Forward to Hearing from You!**