

Andrew Adair

Let's get it done!

Greeley, CO

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970-880-5436

My life and work experience have put me in a good position to serve your company and our community with outstanding leadership, customer service and problem solving. I believe in honest, communication based relationships.

I am seeking to achieve both personal and company goals and realize that the company is only as great as it's employees are!

Thanks for taking the time to review my resume.

Authorized to work in the US for any employer

Work Experience

Autonomous Vehicle Operator

Outrider Technologies - Golden, CO

January 2020 to Present

Cutting edge robotics and software company. Developing the first electric fully autonomous yard truck

Teacher, Owner and Operator

Andrew's Classroom - Guangdong Province, China

July 2017 to September 2019

Started an After school training center for kids in China. Advertising, Marketing, Sales, Accounting. Responsible for creating and maintaining classroom scheduling, lesson planning and teaching.

TEFL English Teacher Abroad

Worlda Education/ Vanke Education, Houjie - CN

March 2016 to June 2017

China

Instruct English to children aged 4-15. Curriculum was provided by the school.

Test Administrator

Pearson Testing Center - Casper, WY

April 2013 to December 2015

Check in Testers, checking proper ID and doing a sweep for counterfeit items that may be used for cheating. Administer professional test and see that protocol is followed.

Route Sales and Delivery

Gold Meadow - Casper, WY

January 2012 to March 2013

Driver and Sales representative for a major U.S. dairy company. Maintaining current customers and working the area to attract new customers. Daily face to face dealings with clients.

Collections Agent

ABC - Englewood, CO

January 2010 to November 2011

Used computer, telephone and communication skills to tactfully negotiate debt resolution. Handled thousands of accounts varying from \$100 to \$20,000

Youth Counselor

Ridgeview Academy - Watkins, CO

April 2005 to November 2009

Guidance of at-risk youth ages 13-20. Including ensuring safety and promote a positive environment to ensure the students meet the school requirements.

Real Estate Agent

Coral Shores Realty - Fort Lauderdale, FL

July 2002 to December 2004

Education

Some College in Biology/General Studies

Casper College, Red Rocks CC - Wyoming

September 2009 to January 2011

High School Diploma

Thompson Valley High School - Loveland, CO

September 1989 to May 1993

Skills

- Former TEFL Teacher
- Client and vendor relations
- Excellent communication abilities
- Multitasking and negotiation
- Creative Problem Solver
- US Veteran
- Microsoft Powerpoint
- Customer service
- Leadership
- Management
- Supervising experience
- Account management

Military Service

Branch: United States Army

Service Country: United States

Rank: E3

July 1994 to November 1997

16-T, Patriot Missile Crew member

Assessments

Verbal communication — Expert

August 2020

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Management fit — Highly Proficient

March 2021

Measures the traits that are important for success in management positions

Full results: [Highly Proficient](#)

Customer focus & orientation — Expert

May 2021

Responding to customer situations with sensitivity

Full results: [Expert](#)

Work style: Conscientiousness — Highly Proficient

August 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

General manager (hospitality) — Highly Proficient

March 2021

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.