

# Andrew Brown

## Laborer / Sanitizer

Austin, MN 55912

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**OBJECTIVE** To obtain a job where I can grow, learn, and contribute towards the success of the company so we all succeed, which can not only advance me in my career field, but somewhere that provides financial stability, where I can be proud of making others happy with what I do and would be eager to return to day after day. **QUALIFICATIONS** Possesses a variety of skills ranging from customer services, administrative assistant, receptionist, sales associate, accounting, cashier, clerk, and general labor experience thanks to diverse work history, along with a high school diploma.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Manager

Wendy's. - Austin, MN -

2015-04 - Present

##### Responsibilities

Open store, run shifts, count drawers, count safe, make salads, make sandwiches, run drive thru, run front counter, made fries, maintained store cleanliness and functionality, cooked product, run grill, wash dishes, prep, gave exceptional customer service, and any other duties required by a manager to ensure smooth and easy fast food experience.

##### Accomplishments

I maneuvered through the ranks of the job to become a manager and progressed to running the store alone at times.

##### Skills Used

Critical thinking, customer service, leadership, group / teamwork, persistence, determination, friendliness, & eagerness.

#### Laborer / Sanitizer

QPP - Austin, MN -

2014-04 - 2014-11

Pick up left over hog meat from floors, \*Cleaned floors, \*Cleaned machinery and hog skinners, \*Sanitized machinery and hog skinners, \*Cleaned hog shoot, \*Ensured machinery was cleaned and ready for productions return in the morning, \*Made sure roofs were dry for proper production to commence in morning, \*Made sure area was USDA approved for production,

#### Machine Operator / Helper

Smyth Company - Austin, MN -

2013-11 - 2014-04

Operated company machine such as Vijack folder, and polar cutting machine, \*Created Label designs, \*Attached string tabs to labels, \*Created in mold labels, \*Packaged labels, \*Assisted in machine operation, \*Kept track of company inventory, \*Kept track of waste count, \*Packaged and fill orders,

### **Sales Associate**

Dollar Tree - Austin, MN -

2013-05 - 2013-07

Greeted customers, \*Cashed customers purchases, \*Cashed out register, \*Cleaned, closed, and maintained store, \*Did PA announcements with daily or weekly deals, Mall Interviewer

### **Receptionist**

Austin Packaging Company - Austin, MN -

2012-06 - 2012-08

Made coffee, cleaned, and maintain coffee mugs, pots, and designated area, \*Also processed and distribute incoming and outgoing faxes and mail for billing purposes, \*Organized meetings, kept track of schedules, entered invoices into business portal, \*Ordered, maintained and distributed office supplies as needed, \*Answered phone and forwarded phone calls, \*Delivered great customer service to employees and people coming to visit or inquire about the company, \*Operate company equipment such as laminators, printers, scanners, copiers, fax machines, \*Other Administrative Clerical Duties which includes but is not limited to assisting Human Resources department in hiring process with applications, training tests, filing, employment verification, and payment/check distribution.

Rib Puller

### **Cashier**

Kentucky Fried Chicken - Austin, MN -

2012-04 - 2012-07

Austin, MN

Start Date: 04/2012 End Date: 07/2012

Worked on the line, pulling ribs from hog. \*Worked in the belly room flipping bellies. \*Acquired Lockout Tag Out Training & certification.

Cashier

Kentucky Fried Chicken

### **Intern**

Trinity Industries - Dallas, TX -

2011-06 - 2011-09

Dallas, TX

Start Date: 06/2011 End Date: 09/2011

Welcomed and greeted customers. \*Took, cashed, & assisted customers with orders and bagged them.

\*Cleaned lobby, windows and bathrooms.

Intern

Trinity Industries

## EDUCATION

### **High School Diploma in Unknown**

Riverland Community College

2012-03

### **Unknown**

El Centro Community College

2011-09

### **Unknown**

North Dallas High School

2003-06

## ADDITIONAL INFORMATION

Can fluently utilize MS Word. Can fluently utilize MS Excel. Can fluently utilize MS Outlook. Can fluently utilize MS PowerPoint.

## NOTES AND ACTIVITIES