

# Anthony Allen

## **Dishroom Coordinator - Historic Properties - MAYO Clinic**

Rochester, MN 55904

[slowhandsolo87@gmail.com](mailto:slowhandsolo87@gmail.com)

(432) 302-0813

## Work Experience

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### **Dishroom Coordinator**

Mayo Clinic - Rochester, MN

March 2016 to Present

I coordinate the dishroom in the Foundation House of the Historic Properties Division of Mayo Clinic in Rochester MN.

### **Post-Bulletin-Freelance Writer**

Rochester Area Family YMCA - Rochester, MN

August 2015 to July 2016

Fitness Center Attendant Rochester, MN

May 1015-Present

Assisting YMCA members achieve health and fitness goals.

Post-Bulletin-Freelance Writer Rochester, MN

August 2015-Present

A regular contributor to the Radish Magazine

### **Project Manager**

Roofing Restoration Services of America - Waxahachie, TX

July 2013 to 2015

Travel to numerous regional offices within the united states that have been impacted by a natural disaster or catastrophic event. I represent clients in their times of need by inspecting property for damage from catastrophic natural disasters including; documentation, photographs and in depth documentation of the damage to residential and or commercial properties. Draw up contracts to ensure representation for filing insurance claims. Meet with client's insurance agent or adjuster on client's behalf to prove that the damage is covered under their current policy. Enter into negotiation process to settle the scope of the claim. Sub-contract the repair of the properties to one of RSA's affiliates.

### **Production Assistant**

Mayo Civic Center - Rochester, MN

January 2010 to 2015

Run and set up in house audio equipment for all events held at Mayo Civic Center. Also, as a sound technician/ production assistant required preparing electronic materials for events, while following ITASE union code and requirements. Responsible for meeting with acts production managers and fulfilling their talents requests; construct stage, video, audio and lighting so that it meets the quality expected by touring artists.

## **Sound Technician**

Taco Production Management - Midland, TX  
May 2008 to December 2009

Loading and unloading of talents equipment for the Horseshoe Coliseum and other major venues in both Midland and Odessa Texas. The Constructing of platforms and stages to fulfill the specifications of the talent's production manager and road crew. Operate in house lighting during performances while making sure the performance meets the quality expected by the artist and their representation.

## Education

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Rochester Community and Technical College - Rochester, MN

## **High School Diploma**

Lot High School - Travis, TX

## Skills

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CUSTOMER SERVICE, EXCEL, MICROSOFT OFFICE, POWERPOINT, WORD

## Certifications/Licenses

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## **Driver's License**

## Additional Information

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### Applicable Skills

- Provide outstanding customer service
- Manage multiple tasks with great organization and efficiency
- Connect with all kinds of people through various forms of communication
- Ability to work in a crisis situation
- Proficient in Microsoft Office Suite; Word, PowerPoint, Excel, Access