



Kevin R. Beedon

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Please visit [linkedin](#) for more information.

WORK EXPERIENCE

Chemical Engineer, PVI Industrial Washing

Wyoming, Michigan — December 2012- March 2014

- Created specialized washing compounds
- Created specialized Acids
- Maintained MSDS
- Dispensed Chemicals
- Shipping and receiving
- Preventative maintenance
- Managed employee records
- Supervised maintenance of facilities

Assistant Maintenance Manager, PVI Industrial Washing

Wyoming, Michigan — June 2012- December 2012

- Preventative maintenance
- Shipping and receiving
- Coordinated projects
- Managed employee records
- Supervised cleaning of facilities

Assistant Manager, AT&T - Coastal-1 Communications

Cascade, Michigan — March 2012- June 2012

Lead a team of motivated individuals to overcome the obstacles of door to door sales and to become one of the top three sales organizations in the nation.

Accomplishments

- Became assistant manager in fewer than six weeks
- Had a cancelation rate of less than 6%
- Made connections and formed working relationships all over Kent and Ottawa County

Event Host, Fountain Street Church

Grand Rapids, Michigan — August 2008-March 2012

- Hospitality and greeting special guests who had come to speak or perform

Assistant Supervisor, Grand Rapids Building Services

Grand Rapids, Michigan — August 2008-March 2012

- Supervised local office operations
- Creating detailed filing systems
- Generated and maintained employee schedules.
- Dealt with in-house staff daily to assure quality and satisfaction.
- Kept detailed budget records
- Managed custodial office.
- Complied with OSHA regulations

- Maintained MSDS

Contractor, Be Done Services

Dorr, Michigan — March 1998-August 2008

- Kept financial records and filed taxes.
- Various remodeling and construction projects including:
 - Carpentry
 - Painting
 - Drywall
 - Plumbing
 - Rough-in
 - Trim-work
 - Electrical
 - Concrete
 - Lawn care
 - Tree removal
- Assisted in the installation of HVAC products.

Maintenance Technician, Mapelgrove Property Management, L.L.C

Grand Rapids, Michigan — December 2011-December 2012

- Managed general grounds upkeep and snow removal for seven of Grand Rapids' most popular and prominent buildings

Custodian, Kentwood Community Church

Kentwood, Michigan — September 2004-September 2008

- Secured and cleaned a 200,00sq foot church.
- Complied with OSHA regulations
- Maintained MSDS
- Repaired Vacuums and serviced other electrical devices

Lighting and Pyrotechnic Technician, Kentwood Community Church

Kentwood, Michigan — September 2000-September 2004

- Ran soundboard, lighting and pyrotechnics for concerts and events.

EDUCATION

Western Michigan University

(BS) General University Studies (in progress)

Grand Rapids Community College

(AA) Associates of Arts in Secondary Education-Social Studies

COMPUTER SKILLS

Microsoft office, Microsoft publisher, Outlook, Access, Excel

REFERENCES

Available upon request.