

Objective: To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Experience: **Dave Hulstein Excavating Inc.** **Edgerton, MN**
Equipment Operator / Septic **April 2007 to April 2011**
System Designer / Installer

- Move levers, depress foot pedals, and turn dials to operate power machinery, such as power shovels, stripping shovels, scraper loaders, or backhoes.
- Set up or inspect equipment prior to operation.
- Observe hand signals, grade stakes, or other markings when operating machines so that work can be performed to specifications.
- Become familiar with digging plans, machine capabilities and limitations, and with efficient and safe digging procedures in a given application.
- Operate machinery to perform activities such as backfilling excavations, vibrating or breaking rock or concrete, or making winter roads.
- Lubricate, adjust, or repair machinery and replace parts, such as gears, bearings, or bucket teeth.
- Move materials over short distances, such as around a construction site, factory, or warehouse.
- Measure and verify levels of rock or gravel, bases, or other excavated material.
- Receive written or oral instructions regarding material movement or excavation.
- Design septic systems for rural areas.
- Complete estimates.
- Bid jobs for customers.
- Coordinate timing of septic system installation.
- Manage a crew of three or four workers.

Minnesota Army National Guard **Pipestone, MN**
Team Leader / Gunner Sergeant **July 2006 to Present**

- Monitor, evaluate, or record training activities or program effectiveness.

- Offer specific training programs to help workers maintain or improve job skills.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives.
- Develop alternative training methods if expected improvements are not seen.
- Organize and develop, or obtain, training procedure manuals and guides and course materials such as handouts and visual materials.
- Present information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures.
- Evaluate training materials prepared by instructors, such as outlines, text, or handouts.
- Design, plan, organize and direct orientation and training for employees or customers of industrial or commercial establishment.
- Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.
- Select and assign instructors to conduct training.

Fey Industries
Factory Worker

Edgerton, MN
June 2003 to November 2006

- Observe continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, making adjustments as necessary.
- Measure and visually inspect products for surface and dimension defects in order to ensure conformance to specifications, using precision measuring instruments.
- Set up, operate, or tend metal or plastic molding, casting, or core-making machines to mold or cast metal or thermoplastic parts or products.
- Position and secure work-pieces on machines, and start feeding mechanisms.
- Turn valves and dials of machines to regulate pressure, temperature, and speed and feed rates, and to set cycle times.
- Remove finished or cured products from dies or molds, using hand tools, air hoses and other equipment; stamp identifying information on products when necessary.
- Cool products after processing to prevent distortion.

- Install dies onto machines or presses, then coat dies with parting agents, according to work order specifications.
- Operate forklift through narrow spaces and load trucks with a forklift.

Education:

Liberty University Online

*Bachelor of Science in
Business Administration -
Economics*

Lynchburg, VA
Anticipated Graduation August 2013

Edgerton Public High School

High School Diploma

Edgerton, MN
2005

Summary:

I have experience working outdoors and indoors doing a variety of different tasks from operating heavy equipment to extreme manual labor to designing a septic system on a computer. I took a septic system design and managed every aspect of installing and getting the new systems inspected, working with both the counties and customers to provide exceptional quality and customer satisfaction.

I have strong communication skills and am good at working with computers and programs such as MS Word, MS Excel, MS PowerPoint, MS Outlook, and many others.

I am a fast learner and willing to listen and try new things for the betterment of the company and my work habits.

References:

Available upon request.