

ZACHARY A BUTLER

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OBJECTIVE

Goals: To actively pursue excellence! Strong sense of verbal communication and interpersonal dialogue. A desire to provide great and dependable service for the company at hand. A deep interest in helping people resolve their issues with minimal difficulty. The opportunity to grow with a company and be part of something bigger than myself but also to complete work with a new level of satisfaction and to provide myself with new and ever continuing knowledge. To work in a fun and friendly environment and to make some friends along the way! Be friendly and courteous to clients and customers and to help them to feel comfortable resolving their issues. Provide company and clients with the understanding that I deeply care for the livelihood and productivity of both. I want to put my energy, mind, talents and skills and my mind to the test and perform the best job that I can.

JOB HISTORY/DUTIES

General Laborer/ Pressure Washer/ Taper Masker and Sand Blaster

Blue Ridge Services LLC./ RICHIE BROTHERS AUCTIONEERS
Medford, MN

Start Date: 6/14/2010 End Date: 10/25/2010

General labor duties included removing trash from work areas, sweeping the work shop. Providing quality and efficient pressure washing services to prep vehicle/ auction item for sand blasting. Proceeded to sand blast item in the safest manner possible. Sand blasting duties included adding new sand to the system and removing old inefficient sand. From there the piece was then blasted and prepared for painting.

Before painting I was charged with taping off windows, mirrors, tires, cylinders/wires and any other part of the item that was to be either not painted, or a separate color. Item was then moved to the painting booth.

(short work history is because the owner/manager of the company misused and did not record resources and the company fell into bankruptcy.

General Office Assistant

Buss Law Office
Burnsville, MN

Start Date: 9/11/2004 End Date: 11/25/2008

Principle Responsibilities; Maintaining an optimal work environment by providing direct assistance to the company owner. Other duties: Maintaining a clean work station environment using strong interpersonal office skills. Filing, faxing and archiving billing and correspondence information into computer system.

Personal Care Assistant

Superior Home Care
Vermillion, MN

Start Date: 12/1/2008

Principle responsibilities held; Effectively care for the client in the best way possible. Using close relationship building skills to provide day to day emotional and physical needs. Other duties: Ensuring that the homework of the client is done on time as well as any medication needed was taken. Cooking, cleaning, playing and one on one talking. Dressing and grooming, toileting and other household activities.

EDUCATION

DEGREE: High School Diploma

Major: High School Generals
Rosemount High School, MN

Major: General Credits
Minneapolis Community and Technical College, MN

Major: Accounting
Dakota County Technical College, MN
GPA: 3.13
Date Completed: Currently Enrolled
Courses: Principles of Accounting I&II, Accounting Mathematics, Business Law and Ethics, Payroll Accounting

Major: Spanish Level 5
University of Minnesota, MN
Courses: CIS SPANISH LEVEL 5

NOTES AND ACTIVITIES

Extracurricular Activities;

Participated in my High School's knowledge/Quiz bowl club for 2 years.