

Cortez Donald

A people person and very reliable

Saint Paul, MN 55106

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612-251-4340

I have various skills in all different areas. My strongest skills are customer service and retail. But I would like to gain more experience in warehouse and manufacturing.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Overnight Manager

Holiday Stationstores - Saint Paul, MN

March 2019 to Present

Overnight Warehouse Associate

K& M Tire - Saint Paul, MN

October 2017 to March 2019

Load trucks with tires for company customers. Operating forklifts.

Machine Operator

Seagate Technology - Bloomington, MN

January 2017 to October 2017

Creating computer hard drives and replacing them.

Security Guard

Mystic Lake Casino Hotel - Prior Lake, MN

May 2015 to November 2016

Cleaning and maintaining casino while giving excellent guest service.

Customer Service Representative

Holiday stationstores - Oakdale, MN

October 2014 to September 2015

Responsibilities

Cashier handling cash while preparing food for guest and keeping store stocked and clean

Accomplishments

Was employee of the month one month

Skills Used

Customer service skills

Overnight Shift Supervisor

SUPERAMERICA - Saint Paul, MN
October 2012 to August 2014

Responsibilities

Providing excellent customer service while keeping store prep and tidy. Also was in charge of training other employees was in charge at night while management was off duty

Accomplishments

I was employee on the month three months in a row.

Skills Used Overnight Shift Lead

Customer Service Representative

Ce Essentials - Anoka, MN
January 2006 to March 2014

Responsibilities

Providing excellent customer service while organizing customers orders and answering phones.

Accomplishments

I became the number one most reliable worker

Skills Used

Customer Service/Administrative

Education

Diploma

Rosemont High School - Rosemount, MN
1996 to 2000

Diploma

McNally Smith College of Music

Skills

- Customer Service (10+ years)
- Administrative Skills (4 years)
- Computer Skills (5 years)
- Security guard (1 year)

Certifications and Licenses

CPR

May 2015 to May 2018

Certified in CPR.

Overnight Warehouse worker

October 2017 to Present

Certified on both forklifts and pickers!

Additional Information

References: Marcus Baker supervisor at Franklin St Bakery 612-871-3109 Ashley Cole CO Worker at Sportsman Guide 612-325-7063 Dennis Bell CO Worker at Mystic Lake Casino 612-407-8253