

To whom it may concern:

I am writing this letter to express my interest in the current position that you have available. I believe that with my previous work experience I will be a successful employee to meet your needs. This would give me the opportunity to utilize my creative talents to your benefit.

I have worked in a variety of supervisory and assistant supervisory positions. Job duties and responsibilities have included extensive delivery experience, bookkeeping, employee scheduling, event coordination, and general office management. These combined experiences have provided me with great tools and resources. With good work ethics, attention to detail, initiative, and a positive attitude. I know my contributions would be productive.

In closing, thank you for your time and consideration. You will find that my resume is attached for your review. Again, thank you and best wishes.

Sincerely and Respectfully Yours,

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DALLAS BATCHELOR

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WORK EXPERIENCE

July 2019 – January 2020 – Curaleaf

Delivery Driver/Cannabis Consultant

Responsible for delivering medical cannabis and consulting with patients.

- Delivered medicine following all HIPPA compliance rules.
- Consulted with patients about their personalized medical needs.
- Communicated with Curaleaf management and patients to insure proper delivery times and locations.
- Interacted daily with the Medical Marijuana User Directory.
- Traveled long distance to pick up medicine for Tallahassee dispensary.

June 2016 – June 2019 – AutoZone

Sales Manager/Delivery Driver

June 2014 - October 2015 - Radiators, Inc.

Store Manager

Responsible for managing a wholesale radiator supply store.

- Received a high volume of phone calls.
- Used a database to find parts for local area auto parts stores and auto repair shops.
- Visited local businesses to gain prospective customers.
- Ordered and received supplies.
- Offloaded deliveries with forklift.
- Did inventory and organized stock.
- On occasion made deliveries of parts to local parts stores and repair shops.

December 2013-May 2014 Classic Limousine

Limousine Driver

Responsible for assisting high end clientele with logistical scheduling.

- Assuring that the client reaches all meetings and destinations in a safe and timely manner.
- Advising clients on local businesses, attractions or any other requests made for assistance by the client.
- It is also an important part of the job to be very pleasant, patient and knowledgeable, since the driver is the “ambassador” to Tallahassee when clients arrive from out of town.

September 2012-December 2013 Enterprise Auto Rentals

Transporter

Responsible for moving cars to and from the Tallahassee Airport and Enterprise offices.

- I was also responsible for delivering cars to other regional offices in the Tri-State area (Florida, Georgia and Alabama).

July 2009-July 2011 Hannon Mill Storage and Business Center

Manager

- Responsible for marketing, promoting and renting storage and business facilities.
- Responsible for daily management of office. (phone calls, rentals, correspondence, property upkeep and weekly bank deposits)
- Renovated a 13.13 acre property which entailed hiring contractors on a regular basis for work being done on the property, i.e., road pavers, electricians, sheet metal workers, etc. Set up utilities, water, cable, communication system, and taxes and handled any county building code issues.
- Was able to complete this 1 year project in less than 5 months with the help of my regional manager.
- Organized auctions for the facility monthly.
- Was able to double the occupancy in the 2 years I was handling these duties.
- Worked with a regional manager on a daily basis. (Michael Smith – 858-442-0559)

1993-Present Nuisance Merchandising, Inc.

Marketing Director/Bookkeeper

- Responsible for all marketing and promoting needed to obtain performance spaces and acquire the necessary attendance.
- Also responsible for all bookkeeping, internet site maintenance, and public relations duties.
- Collaborated with other musical artists to compose, record, and build an extensive musical repertoire.

2006-2008 Kerr and Downs Research

Market Research Associate

- Performed a variety of research and administrative tasks while providing excellent customer service.
- Coordinated ‘Focus Groups’ for commercial consumer research by recruiting willing participants to assist in product testing and development.

2001-2006 ‘Get Some’ Productions

Owner

- Designed promotional products and consulted with clients on marketing strategies for their businesses

or organizations.

- Responsible for sales, art design, customer relations, vendor and supplier relations, completing deliveries and marketing strategies.

1990-1993 State of Florida (Child Support Enforcement Headquarters)

Switchboard Operator/Receptionist

- Responsible for eight-line switchboard for a staff of 92, routing mail, and receiving clients.
- Performed various administrative duties to provide superior service as the front desk receptionist. Maintained all documentation that individuals may require to complete in accordance to Florida state law.
- Organized all workloads and files while demonstrating effective time management.

EDUCATION

1982-1986

Rickards High School

Studied general education requirements and musical theory and performance.

2000-2011

Tallahassee Community College

Obtained an Associate's Degree in General Studies.

ACHIEVEMENTS& AWARDS

2001-2006 Assisted in organizing various charity golf tournaments.

1998-1999 Championed the movement to construct a skate park in Tallahassee, Fl.

2000 Music Editor for the Talon Newspaper for Tallahassee Community College.

1996 Winner of the Budweiser, Battle-of-the-Bands in Panama City, Fl.

1992 Employee of the Month for the State of Florida Child Support Enforcement Headquarters

1991 Gold Medal winner 'Sunshine State Games' – Junior Instructor in Tae Kwon Do

TECHNICAL SKILLS

Currently I hold a Class B Driver's License and have routing experience. I have used Onfleet routing and tracking software. I have been an independent contractor, done delivery in everything up to a 24 ft truck and have operated a forklift. Operated an eight-line switchboard with a heavy daily volume of calls. Utilized various software packages, this experience includes: Dreamweaver, Photoshop, CorelDraw, and Microsoft Office Suite. Very familiar with various web-based applications.

