

Daniel M. Butrum

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OBJECTIVE

- Seeking a full-time position with a company which will require me to utilize my skills, abilities, and previous job experience to ensure the company's success

KEY QUALIFICATIONS

- I am a self-motivated individual able to work effectively either independently or on a team
- I possess both internal and external Customer Service experience
- I am proficient in Word, Excel, and Outlook
- I am able to multi-task and practice good time-management skills
- I meet deadlines and am able to cope with changing priorities and ambiguity
- I possess excellent listening and communication skills

EXPERIENCE

OSI Industries, West Chicago, IL & Riverside, CA **2013- Present**

Operator / Mechanic / Sanitation

- Lead Operator of Armor Inox: Automation Machine
- Lead Trainer of Armor Inox: Created a Playbook for new end users on how the machine operates
- Lead Mechanic of Armor Inox: Performs preventative maintenance tasks and is the subject matter expert of the machine's in-depth programming
- Created a Playbook for water usage and maintaining proper water levels
- On-call technician for all other shifts

Jiffy Lube, Chicago, IL **2007-2013**

Technician / Supervisor

- Provided customer service to ensure proper care of each guest's vehicle
- Performed oil changes and filled multiple other fluids, as needed
- Worked in a fast paced team environment with changing priorities and ambiguity
- Went from Basic Technician to Lead Technician to Team Leader, to Assistant Supervisor

Jewel-Osco, Niles, IL **2007**

Store Clerk / Fall Associate

- Stocked product in appropriate aisles, organized shelves and displays
- Assisted customers in purchases and any service needs
- Counted / maintained inventory and submitted orders for store purchase, as needed

Northwestern University, Evanston, IL **2007**

Usher / Ticket Taker / Guest Services

- Set up entrance gates before sporting events
- Greeter, ticket taker, and customer assistance
- Ushering, providing guest assistance, and all other assigned duties, as needed

REFERENCES AVAILABLE UPON REQUEST