

**OBJECTIVE:**

To utilize my experience in construction, management and customer service to secure a meaningful position with an established company.

**EMPLOYMENT HISTORY:**

**Metal Sales Manufacturing Corporation Longmont CO (Estimator) 01/2021-04/21**

- Estimate Steel Roof and Wall panels
- Read drawings to find appropriate amount of material and correct trim
- Entered quotes and searched inventory through NetSuite
- Assisted Project Manager with large projects
- Answered technical questions for customers and CSR's about various systems
- In process of learning Topview to draw roofs and walls
- Familiar with Ag-Panel, R-Panel, Standing Seam, Snaplock, 5V, Corrugated Panel, Board and Batton panels, and Vertical Siding Panels
- Proficient with secondary framing and punch patterns

**Lyft and Uber (01/2020 to present)**

- Provide transportation customers throughout Chattanooga, TN and Denver, CO, after relocation

**Best Buy Metals LLC Chattanooga, TN (Account Manager) – 08/2018-01/2020**

- Provide customers with estimates for metal roofing, siding, soffit, and other uses
- Familiar with Ag-Panel, R-Panel, Standing Seam, Snaplock, 5V, Corrugated Panel, Board and Batton panels, and Vertical Siding Panels
- Design custom panels and trim for customers
- Work directly with Wholesalers and Contractors for orders and materials
- Use Quickbooks for estimating, purchase orders, and invoicing
- Work diligently with customers to resolve issues with materials and order status
- Assist location manager in warehouse maintenance, organization, and personnel
- Assist outside sales by researching new prospective customers based on permit requests

**Brice's Brewing, Garner, NC (Taproom Manager) – 01/2017-10/2017**

- Coordinate and schedule live music, food trucks, and special events
- Ensure maintenance and cleanliness of tap system
- Maintained brewery website
- Responsible for updates to social media accounts
- Provide quality bartending service to customers
- Provided insight and education to customers regarding craft beer as a whole and brewery styles
- Managed daily tasks for the front-end of the brewery's business

**Bearded Lady Bottle Shop, Garner, NC (Bartender/Customer Service) - 09/2016-01/2017**

- Provide quality bartending service to customers
- Provide informative and educational suggestions to customers about craft beer
- Assist customers in selecting craft beer to suit or expand current preferences
- Stay abreast of new craft beer releases for customers and owners
- Operate point of sale system
- Maintain in-store shelf inventory for best appearance
- In charge of closing operations

**MLF Co., Incorporated, Raleigh, NC (Electroplater) – 03/2014-05/2016**

- Maintained chemistry in electroplating tanks to obtain optimum nickel adhesion and brightness
- Solved any chemistry issues in tanks
- Reduced any scientific variables for maximum success in plating process
- Ran parts through electroplating process
- Ran experiments to produce new electroplating colors
- Performed quality inspections on parts for highest possible quality
- Oversaw work performance in buffing department
- Assisted in development of company's OSHA safety manual
- Acted as company's OSHA Safety Manager
- Worked on industrial lathe and CNC machine
- Repaired industrial machines

**4-Strokes Repair Shoppe (Owner & Operator) - 04/2013-03/2014**

- Service and repair outdoor power equipment
- Diagnose and problem solving
- Bookkeeping and data entry using QuickBooks
- Maintaining inventory and parts ordering
- Customer satisfaction

**Aaron's Sales and Lease (Store Manager) - 04/2010-04/2013**

- Oversaw operational duties of the store
- Financial growth thru P&L
- Responsible for marketing strategies
- Account collections
- Lead for sales and service

**1st Choice Cabinetry, Raleigh, NC (Sales Service Manager) – 05/2006-04/2008**

- Reviewed designers' drawings for accuracy
- Ensured orders were complete and accurate
- Assisted in improving company policy and procedures for efficient ordering
- Entered daily sales and orders into Excel spreadsheets
- Worked closely with various vendors
- Assisted designers with difficult designs
- Floor sales
- Performed field measurements to check designers' accuracy

**Dorothea Dix Hospital, Raleigh, NC (Certified Nurses' Aide) – 05/2004-05/2006**

- Lead group sessions for patients
- Take vitals from residents at designated times
- Assist in admission and transfer of patients
- Provide general daily care for patients

**Hills & Dales (home for mentally handicapped), Dubuque, IA (Cert Med. Aide) – 04/2003-02/2004**

- Assist in teaching daily living skills to residents
- Ensure residents take prescribed medications at designated times
- Take vitals from residents at designated times

**Area Residential Care, Dubuque, IA (Instructor) – 08/2001-03/2003**

- Work with residents to facilitate day-to-day functionality
- Provide instructional periods for residents
- Provide transportation for residents to and from work places
- Prepare meals for residents

**Menards, Eau Claire, WI (Millwork Manager) – 05/1998-04/2001**

- Utilized 20/20 software to create/design kitchen, bathrooms and other rooms
- Trained other team members to use software
- Designed and shipped kitchen for customer in Sweden
- Assisted in kitchen/countertop design for townhome complex
- Assisted in window design for new bank construction
- Reviewed and approved design layouts
- Maintained frequent contact with vendor representatives
- Provided in-house training to team members
- Supervised receipt of all freight
- Dealt directly with customers for sales, problems and questions

**EDUCATION:**

Jordan-Elbridge Junior-Senior High School (diploma awarded) - 1994