

# Elizabeth Graves

Ottawa, IL

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Willing to relocate to: Illinois - -

Authorized to work in the US for any employer

## Work Experience

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### **Manager Inventory Specialist**

Inventory Service's - Seattle, WA

February 2018 to November 2020

1. Ensure that inventory counts are done accurately and professionally.
2. Scan all barcodes off of inventory, therefore are correct in system.
3. Gathering, analyzing and prepare planning data for decision and information papers, and statistical reports.

### **Apprentice Plumber**

Local union 397 - Seattle, WA

February 2016 to March 2018

1. Installing new plumbing fixtures.
2. Identifying and locating leaks.
3. Repairing or replacing parts.
4. Determining the equipment need for each job.

### **Housekeeper**

Lake Marie Lodge - Skwentna, AK

March 2013 to September 2015

1. Clean rooms daily, make beds, swept floors, sanities bathrooms.
2. Do laundry, sheets, blankets, pick up living room.
3. Do dishes, make up the breakfast table, and also the dinner table daily.

## Education

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### **2 year Degree in Construction Management**

Ilisagvik College online - United States

March 2016 to July 2018

### **GED in Diploma**

Nine Star - Seattle, WA

February 2015 to August 2016

## Skills

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- Construction
- Plumbing
- Remodeling
- Microsoft Excel
- Food safety
- Blueprint Reading
- Carpentry
- Facilities Maintenance
- Construction Management
- Mechanical Knowledge
- Power tools
- Restaurant experience
- Serving

## Certifications and Licenses

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### **American traffic safety services association**

July 2018 to July 2021

### **NCCER**

May 2018 to Present

### **OSHA 10/ OSHA 30**

June 2018 to Present

## Assessments

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### **Customer focus & orientation — Proficient**

June 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Familiar**

June 2021

Motivating others through feedback to identify improvements or corrective actions.

Full results: [Familiar](#)

### **Mechanical knowledge — Familiar**

June 2021

Understanding and applying mechanical concepts and processes

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.