

# Erik Evjen

Fort Collins, CO 80525

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To participate in the growth of a quality-oriented business, enlisting my skills in training, customer service, and management to promote new value.

## WORK EXPERIENCE

### **Bartender**

Five West - Rochester, MN - 2015-09 - 2017-04

- Managed bar revenues, ensuring that all patrons were billed and all cash properly accounted for.
- Continually provided exceptional service to customers by being friendly, knowledgeable and accommodating.
- Prepared hot and cold beverages to the highest standard while providing guests with legendary customer service.

### **Stone Mason**

Allstar Concrete and Stone - Maple Plain, MN - 2014-09 - 2017-04

- Part of a team of 6, enlisting my skill in observation, delegation, and organization to complete projects in the most efficient manner.
- Worked with many materials, including brick, stone, and plastic product to construct a variety of different structures.
- Operated several power and manual tools, including drills, presses, saws, mixers.
- Utilized vehicles such as crane lifts, fork lifts, and bobcats.

### **Floor Manager/Machinist**

Innovative Turnkey Systems, Inc - Saint Bonifacius, MN - 2011-12 - 2014-09

- Controlled and ordered inventory according to shop needs.
- Crafted parts to specifications using machine tools such as lathes, milling machines, saws, drills, and grinders.
- Completed projects utilizing a wide array of materials, centralizing on metals and some plastics.
- Calculated dimensions and tolerances using knowledge of mathematics and precision instruments.

### **Office Manager/Bookkeeper**

Kwik Trip, Inc - Saint Bonifacius, MN - 2009-08 - 2011-12

- Managed entire team during weekend hours.
- Organized and recorded financial documents and information.
- Counted and processed daily income, and transferred cash income to the bank for deposit.
- Streamlined bookkeeping procedures to increase efficiency and productivity.

## EDUCATION

Waconia High School - Waconia, MN

2011

## SKILLS

Familiar with a myriad of cocktails, Experienced with every restaurant position, Exceptional customer service, Skilled in manual and power tools, Knowledge of basic and advanced machinery, Experienced with lifts, bobcats, and forklifts, Proficient with Microsoft Word, Excel, and Outlook

## CERTIFICATIONS/LICENSES

**CPR/AED - Pediatric and Adult**