

HUNTER SOLOMON GRAVES

2430 Sand Trap Lane Southeast, Rochester, MN 55904

(332) 234-6684

Hgraves212@gmail.com

SUMMARY

Customer focused service, enthusiastic team player with a positive work ethic. Enjoys seeing results of completed work.

WORK EXPERIENCE

Material's Handler

Rochester, Minnesota

Mayo Clinic Hospital 2021-2022

~Perform tasks in the production/packaging of surgical equipment to prove on-time delivery to customers

~Handle hazardous material, works safely and ensures the safety of co-workers, while striving for zero safety incidents

~Prepare accurate, timely material reports of company procedures following the established schedule

~Support Materials Manager and Logistics Supervisor in meeting Key Performance Indicators (KPI'S) in area of safety, Quality, Productivity and Delivery

~To be flexible as possible with working hours at times of heavy workload

Door to Door Sales Rep.

Des Moines, Iowa

Real Time Acquisitions LLC, Metronet

~ Handle all administrative aspects of the sale including closing customer contracts

~Provide courteous, efficient customer service with great services at a more economical price

~ Maintain strong knowledge of all products, accessories , pricing plans ,promotions, catalogs and service features

~Ensure an Amazing Customer experience

~Responsible for traveling to different neighborhoods and suburbs going from door to door to sell media devices and convince customers of our service

~Swiftly reporting incidents which may concern the Company to line the Line Manager

~Attending product training classes to develop superior product knowledge to handle customer queries and service them better

Key Skills:

~Politely resolve customer complaints, with a view to maintaining good relationships with existing and potential customers

~Winning back former and concerned customers

~Punctual communication, Consistent with day to day schedule

~Persuasive

~Problem solving and communication skills

~Self-motivated

Package Handler**Stewartville, Minnesota****FedEx/ August 2021-September 2021**

~Responsible for the safe handling, sorting and organization of packages

~Focused and timely removal of packages from vehicles and process improvement

Sandwich Artist**Rochester, Minnesota & North Augusta, South Carolina****Subway/ December 2018-December 2020**

~ Greeted and assisted guests with their order requests with exceptional customer service skills

~Prepared food while maintaining food safety and sanitation standards

~Fulfilled orders while demonstrating complete understanding of menu items

~Maintained professional appearance

~Accounted for cash flow and inventory during the shift

~Ability to understand and implement written and verbal instructions

~Resolved customer complaints within the limitations of role

Landscaper**Rochester, Minnesota****Landscaping and Mulch/ March 2019-May 2019**

~Maintained lawns and grounds within a private residential and commercial property setting

~Followed guidance of planned landscaping designs

~Utilized a variety of landscaping ground equipment

~Ensured equipment was well-cared for and in optimal condition

Material Handler**Rochester, Minnesota****McNeilus Steel, Inc/ February-March 2020**

~ Responsible for preparing customer orders for same-day or next-day delivery and placing the orders in the designated staging area.

~Assisted with unloading/loading materials for company carriers with distribution and delivery order

EDUCATION**John Marshall High School****Rochester, Minnesota**

Graduated May 2020

Georgia State University

General Education courses August 2020-May 2021

You have applied / are interviewing for the following position:

JOB TITLE: Grinding Palletizer **Starting Wage:** \$15.00 **Shift/Hours:** 1st shift (6:50am – 3pm)

JOB OBJECTIVE: To ensure that packaged meat weighs within the amount specified according to company specifications, is sealed and stacked on a pallet according to specific pattern.

QUALIFICATIONS (based on essential functions):

- Related experience preferred.
- Must be able to read, write, speak and understand simple instructions and directions in the English language.
- Possess basic and accurate mathematic skills.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.
- Must adhere to department dress code.

JOB FUNCTIONS: Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or an essential function of the position.

DUTIES/RESPONSIBILITIES: Check production schedule to determine product to be packed, availability of necessary packing materials, shrink-wrap and pallets; Weigh all boxes as they come down the line making sure they are within weight limit; Keep up with speed of line; Tape and label; Palletize all labeled boxes according to pre-established pattern, shrink-wrap full pallets; Place pallets in freezer using hand or power jack; Change labels and tape on respective machines when necessary; Change boxes between production changes; Pack patties and assist in cleanup at shift end; Work effectively with others; Be dependable; follow safety rules; Care for property.

MACHINERY: Conveyor, forklift, metal detector, hand/power pallet jacks, tape machine, bar coder, computer, electronic scale.

EQUIPMENT: Hand pallet jack, wrenches, combo, table, knives, luggers, cart.

WORK ENVIRONMENT: Standing on cement floor. Moderate to high noise. Temperature range of 40-50 degrees Fahrenheit.

PHYSICAL REQUIREMENTS (with or without reasonable accommodation): Ability to lift/move 10-50 pounds continuously. Requires varying degrees of pushing, pulling and lift to move boxes. Occasionally perform difficult manipulative tasks. Able to perform tasks requiring action of muscles or groups of muscles such as walking and stooping. Must be able to stand for prolonged periods of time (eight-hour shift).

MENTAL REQUIREMENTS (with or without reasonable accommodation): Able to concentrate on minimal details with little interruption. Able to attend to task/function for 60 minutes at a time. Able to remember verbal and/or written task/assignment for an eight-hour shift.

WORK HOURS: Eight-hour workweek, Monday through Friday. Will be required to work some Saturdays.

I understand by signing this form, I have been informed about what position I am interviewing for.

Applicant Signature: _____ Date: _____

Interviewer Signature: _____ Date: _____



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
 Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1: Employee Information and Attestation: (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Graves		First Name (Given Name) Hunter		Middle Initial S	Other Last Names Used (if any) Jenkins	
Address (Street Number and Name) 1725 Quarry Ridge Apartments			Apt. Number 109	City or Town Rochester		State MN
Date of Birth (mm/dd/yyyy) 9/21/2007		U.S. Social Security Number 077-92-6139		Employee's E-mail Address Hgraves212@gmail.com		Employee's Telephone Number 332-234-6684
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes):						

<input checked="" type="checkbox"/> 1. A citizen of the United States	01619 999106	08/2023	GA
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)			
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):			
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. (See instructions)			
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.			QR Code - Section 1 Do Not Write In This Space
1. Alien Registration Number/USCIS Number:			
OR			
2. Form I-94 Admission Number:			
OR			
3. Foreign Passport Number:			
Country of Issuance:			

Signature of Employee Hunter Graves	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one)
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			ZIP Code

Employer Completes Next Page

Applicant Certification and Authorization for Background Check

Please read the below statements and initial on the indicated line

(This information will be inputted onto the online NHO form – you will be provided the login information during your interview)

I authorize Employer Solutions Staffing Group (ESSG) to use the information and statements contained in this application to determine my qualifications. I authorize ESSG to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that comprehensive background checks may be conducted to determine my eligibility for my hire by certain clients of ESSG. This may include – but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by ESSG policies.

I release ESSG and other persons or entities from any claims that might be based on ESSG's decision to conduct a background check. I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or if discovered after I begin my employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

I have read and agree HG (initial)

I hereby authorize Employer Solutions Staffing Group, LLC and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report / investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, country jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me, to Employer Solutions Staffing Group, LLC or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation or public agency may have to include information or data received from other sources Employer Solutions Staffing Group, LLC and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers and dates of birth.

I have read and agree HG (initial)