

JAMES M. DICKSON

1009 1st SE Apt #3, Forest Lake, MN 55025
651-368-4968 : jimdickson1973@yahoo.com

PROFESSIONAL SUMMARY

A self-starter with the ability to adapt to changing responsibilities and create strong working relationships both internally and externally. Excelling in the ability to organize, prioritize, follow-up and work under pressure while still maintaining a strong and productive business relationship with co-workers, management and vendors.

HIGHLIGHTS

- Highly dependable, combining excellent problem solving skills with a superior eye for detail gained through specialized experience
- Exceptional interpersonal skills
- Skilled in maintaining order amidst chaos and ever-changing challenges.
- Able to seamlessly multi-task long and short-term priorities to generate a desired result.

SKILLS SUMMARY

- Machine operator
- Supervisor
- General warehouse work

EDUCATION

High School Diploma, 1992

Harding High School – St. Paul, MN

PROFESSIONAL SKILLS

Warehouse

- Forklift and cherry picker operator
- Maintain products, handle incoming and existing stock, preform deliveries
- Coordinate work tasks

Interpersonal

- Enjoy collaborating with colleagues, clients, and customers, as well as completing tasks independently.
- Presents information and ideas clearly and concisely, with content and style appropriate for the audience, presents opinions and ideas in an open and objective way.
- Able to build a relationship of mutual trust with coworkers and clients.

EMPLOYMENT HISTORY

2012 – ²⁰¹⁴ ~~Current~~ **Supervisor – Mid City Cleaning** Fridley, MN

2014 – ~~Current~~ **Janitor – Little Maintenance Co.** St. Paul, MN

2004 – ²⁰¹⁵ ~~Current~~ **Receiving Specialist – Interline Brands** St. Paul

2003 – 2004 **Warehouse Worker – Masterson Personnel** W. St. Paul

2001 – 2003 **Warehouse Worker – Freelance Professionals** Little
Canada, MN

Applicant Name: James Dickson

Date: 2-8-16

Interviewer: Maby Arias

1. How did you hear about Corporate Management Group? Ad? Referral?

Indeed.

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?
How about email?

651-368-4968

3. (+/-) What are your pay expectations? (Make sure to explain our pay structure)

\$ 11.00 looking for \$ 11:00 or more.

4. (+/-) What shift(s) do you prefer to work?

1st.

5. (+/-) Are you available to work weekends?

yes.

6. (+/-) How do you plan to get to and from work?

Car

7. (+/-) Tell me about what you did at (Pick a previous position listed on application)?

- Working Temp ~~Job~~ Warehouse
- Why did you leave that position? But not enough exp in food.
 - If relevant - Why were you terminated?

8. (+/-) Have you ever made a mistake while at work?

Hours.

yes:

How did you handle it? own up to them.

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions?

Nope always Busy.

What did you do?

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? (It does not eliminate them from opportunity we want to make the right match)

None.

11. Preparation 8

12. Comprehension 8