

Jeffrey Rufo

Construction laborer

Fort Collins, CO 80524

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Dedicated professional with a track record of success in delivering top notch customer service in a variety of environments and consistently meets deadlines and exceeds goals. Seeking a position with a company that can provide a challenging, learning experience.

Work Experience

Framer/Carpenter

Conquering Construction - Erie, CO

Framing residential buildings

Temporary Worker

Peopleready - Fort Collins, CO

Performed sundry duties in various businesses.

Construction Worker

Colorado Concepts - Windsor, CO

October 2018 to November 2018

Assisted in installing siding, soffits, fascia, and demolition work.

Framer/Carpenter

Conquering construction

Busser/Dishwasher

- Cleaned work areas, equipment, utensils, dishes, and silverware all too sanitary standards
- Informed supervisors when supplies are getting low or equipment is not working properly
- Assisted cooks and kitchen staff with various tasks as needed, and provide cooks with needed items
- Respectfully interacted with customers and proficiently responded to their wants and needs immediately
- Efficiently cleaned and organized tables as needed while rapidly multitasking and managing other needs of the servers in a time effective manner
- Completed end-of-shift cleaning duties to maximize dining area cleanliness

Landscaping

- Established strong rapport and long-term relationships with client through strong customer services skills and quality landscaping
- Processed payments for customers and resolved guest related concerns
- Performed residential yard maintenance which included fertilization, seeding, mowing, weed whacking, finger hoeing, edging, hedge trimming, tree & shrub planting and removal, flower planting & transplanting, mulching, and debris removal and cleanup

Janitor

- Swept, mopped, scrubbed and vacuumed hallways, stairs, banquet halls, and bathrooms
 - Set up and broke down banquet halls by stacking chairs, organizing the tables, and setting the tables with table cloths and skirts.
 - Assisted with setting up decorations during the holidays
 - Ability to prioritize and perform multiple tasks simultaneously
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- Grimaldi's - Lake George, NY: Busser/Dishwasher
 - The Polish Community Center - Colonie, NY: Busser/Dishwasher
 - Avalawn Gardening and Landscaping - Schenectady, NY: Landscaping Owner/Operator
 - The Polish Community Center - Colonie, NY: Janitor

Education

Master's

Skills

CUSTOMER SERVICE (Less than 1 year), EXCELLENT CUSTOMER SERVICE SKILLS (Less than 1 year), RETAIL SALES (Less than 1 year), TEAM PLAYER (Less than 1 year), Framing, General Laborer, Trim, Construction Laborer

Additional Information

Core Competencies:

- Excellent customer service skills
 - Self-motivated with a strong work ethic
 - Ability to work effectively with diverse personalities
 - Task and results oriented
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- Effective time management skills
 - Organized and achievement oriented
 - Dedicated team player
 - Excellent communication and interpersonal skills