

John Lewis

(970) 286-1206

242 Conifer St. Fort Collins, CO 80524

jjlguitar@hotmail.com

Core Competencies:

- Excellent customer service skills
- Ability to work effectively with diverse personalities
- Acute attention to detail skills
- Solid communication skills
- Great work ethic and integrity
- Dedicated team player
- Able to work independently/self motivated.
- Effective time management skills

Professional Summary:

Great customer service in a variety of environments, consistently meets deadlines and exceeds goals. Safety minded worker who brings excellent organizational skills.

Skills

Computer Help Desk

- Oversee the daily performance of computer systems.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.

Restaurant Management

- Train workers in food preparation, and in service, sanitation, and safety procedures.
- Compile and balance cash receipts at the end of the day or shift.
- Perform various financial activities, such as cash handling, deposit preparation, and payroll.
- Supervise and participate in kitchen and dining area cleaning activities.
- Estimate ingredients and supplies required to prepare a recipe.

Adult Education

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Maintain accurate and complete student records as required by laws or administrative policies.
- Assign and grade class work and homework.
- Prepare and administer written, oral, and performance tests and issue grades in accordance with performance.
- Conduct classes, workshops, and demonstrations to teach principles, techniques, or methods in subjects, such as basic English language skills, life skills, and workforce entry skills.

Education:

FRCC, Fort Collins, CO
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CSU, Fort Collins, CO

Associate of Arts
Computer Network Support/Desk-side Support (MCSE)
Network Support (CCNA)
Associate of Applied Science (CIS)
Bachelor of Music

Last Employment *CSU Facilities Maintenance* **Job Title:** Custodian 1 **Duties:** Custodian 1
Supervisor: Susan Glass 970-294-2932

References Provided Upon Request