

Jordan Grinhaug

Plainview, MN

jordangrinhaug7_aye@indeedemail.com

5072510981

Authorized to work in the US for any employer

Work Experience

Shipping Clerk

The Leather Guy

June 2020 to Present

Print orders - Pull orders - Pack orders in boxes - Print labels - Put labels on all boxes - Clean - Organize - Inventory

Building and Grounds Worker

Mn DNR - Rochester, MN

August 2019 to January 2020

-Get truck loaded with all tools/saws needed for the day -Check all trails for trees down or debris -Check all water accesses for damage or debris -Check all signs/benches/mile markers for damage or vandalism -Mow sides of the trails with Ranger and Acrease -Blow off trails -Mow all trail heads and water accesses -Clean vault bathrooms -Pick up garbage around the lot and empty garbage cans -Greet/acknowledge all trail and access users -Answer any questions users might have or forward appropriately -Paint signs/mile markers -Make any repairs needed -Notify any trail/access users of DNR rules/laws if needed -Unload truck at the end of the day

Bricklayer

American Masonry Restoration - Fridley, MN

April 2019 to July 2019

-Make sure all appropriate PPE is being used at all times -Caulk -Tuckpoint -Cut out caulk and mortar with different hand and power tools (saws, grinders, pipe knife) -Clean with chemicals -Help set up different machines/lifts/swing stages/scaffold -Make sure area is all clean when done

Pool Cleaner

Waterfront Spa & Pool, Inc. - Rochester, MN

April 2018 to April 2019

-Open the store -Answer phones and respond or forward appropriately -Forward any messages appropriately -Cashier -Assisted in scheduling maintenance work -Assisted in selling pools and/or spas -Informed customers of all chemicals and what each chemical was for -Cleaned the store -Pool service (going to customers houses and cleaning/maintaining their pools/spas. Adding any chemicals needed. Talking with the owner and informing them of what is going on with their pool and how the levels are looking or notifying them if they need to do anything.) -Collected water samples and ran them through a water lab to establish what was needed -Counted all money in the drawer at the end of the day and did a money drop -Closed the store

Cashier/Customer Service

Bob's Cycle - Little Canada, MN
February 2017 to February 2018

-Assist in opening the store -Put money in the registers -Greet customers and provide assistance and/or direction -Answer any questions they might have -Answer phones and respond or forward appropriately -Sort through all clothes and keep them neat -Put all new items out -Clean -Cashier

Pet Care Attendant

Leashes & Leads - Rochester, MN
March 2015 to October 2016

-Greeted animal parents as they dropped their pets off -Received any feeding instructions or medication instructions for the certain pets -Fed dogs/cats breakfast and gave any medications -Assisted dogs out in playgroup -Cleaned kennels -Greeted animal parents as they came to pick their pet up

Cashier/Customer Service

Northern Tool + Equipment - Rochester, MN
August 2014 to March 2015

-Greeted customers -Provided assistance and/or direction in what they were looking for -If the product had a warranty I would explain and try to sell the extended warranty -Answer phones and respond or forward appropriately -Cashier -Mention the monthly sale item to every customer -Stock/face shelves -Clean the store -End of night money drops

Sandwich Artist and Cashier

Subway - Rochester, MN
August 2012 to August 2014

-Greet customers -Take their orders and answer any questions they might have -Make sandwiches -Ring up orders and receive payment -Clean lobby/kitchen -End of night money counts and money drops

Education

High school or equivalent

John Marshall Senior High School

Skills

- Customer Service (7 years)
- Cleaning pools (3 years)
- Working with children (10+ years)
- Power Tools (1 year)
- Animals (10+ years)
- Cashier (5 years)
- Sales (3 years)
- Microsoft Office (5 years)
- Pool Maintenance

- Caulking
- Pet Care

Certifications and Licenses

Driver's License