

Kenneth G Hoffman

320-298-5840 ♦ kennethhoffman84@gmail.com

SKILLS

- Strong verbal communication skills
- Woodworking
- Creative, flexible and adaptable
- Certified forklift driver
- Ability to perform multiple tasks simultaneously
- Perform quality work consistently
- Focused to prioritize projects

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PROFESSIONAL EXPERIENCE:

Clerical

- Filed office records and reports
- Typing speed of 30wpm
- Prepared and assembled sales packets
- Maintained clean and tidy areas
- Operated office machines including: computers, fax machines, copiers, phones, etc.
- Motivated – See things that need to be done and did them

Production/Warehouse/Fertilizer Plant

- Assembled and installed custom cabinetry.
- Proficient use of hand power tools including: routers, saws, sanders and drills
- Finished and assembled cabinets and built garage doors
- Forklift operator
- Ability to identify wood varieties including Cedar, Pine, Azek (wood alternative), etc.
- Manually kept track of inventory
- Delivered nursery and garden products
- Provided excellent customer service and answered questions when delivering products
- Fertilized lawns and maintained nursery plants
- Built shipping crates, packaged and shipped products
- Maintained a safe and clean work environment

EMPLOYMENT/VOLUNTEER HISTORY

Cabinet Production, A-CAB Custom Cabinetry, St. Joseph, MN

Lawn applicator/delivery/nursery work, Klaphake Fertilizer, St. Stephen, MN

Inventory Control Specialist, Aerotech, Plymouth, MN

Finish Carpenter, IDC, Coon Rapids, MN

Forklift Operator, Millwood, Inc., New Hope, MN

EDUCATION/TRAINING/CERTIFICATES

Associate Degree, Business Management, Anoka Ramsey Community College, Coon Rapids, MN

Diploma, Cottonwood Public High School, Cottonwood, MN