

Kevin Wright

Yardman

Fort Collins, CO 80528

kevinwright528_f8h@indeedemail.com

Authorized to work in the US for any employer

WORK EXPERIENCE

Yardman

Indiana Concrete Corporation - Westfield, IN - 2016-08 - 2017-04

- Assisted in delivery of parts and/or materials to the yard and out of the yard; unloaded trailers, organized stock
- Assisted customers and store staff with issues and questions regarding products
- Assisted in inventory counts of yard parts and/or materials as required
- Maintained the warehouse and common areas for organization and cleanliness
- Handled and used a variety of tools and small equipment, pulled, lifted & carried objects
- Ensured the use of personal safety equipment (i.e. safety glasses, face shields, gloves and hard hats)

Server

Indiana Concrete Corporation - Carmel, IN - 2016-11 - 2016-11

- Serve multiple tables of Guests simultaneously as determined by management
- Record Guest orders and enter them in the Point-of-Sale system in a timely manner.
- Refill drinks and deliver food as soon as necessary or available via tray service.
- Perform money transactions, return accurate change, and close checks in Point-of-Sale system.
- Provide great Guest experience through menu presentation and suggestive selling.
- Check Guests' identification and serve alcoholic drinks adhering to state and local regulations.
- Work in team environment and communicate with Team Members and Guests.
- Perform opening and closing side duties as assigned (e.g., ice buckets, roll silverware, set up soda machines, etc.)

Stock Associate

Dicks Sporting Goods - Carmel, IN - 2015-12 - 2016-01

- Unload store merchandise from truck.
- Check in merchandise from truck or other means per West Marine policy.
- Ensure that merchandise shipments have been received and displayed within twenty-four hours of receiving.

Hospitality Specialist/ Legendary Certified Trainer

Westfield, IN - 2014-07 - 2015-12

- Training and mentoring of new employees
- Setting standards for customer service
- Promoted after a month of employment
- Greet and seat customers
- Consistently exceeded bench marks

Reading Tutor

Sycamore Readers - Terre Haute, IN - 2013-08 - 2013-12

EDUCATION

High School Diploma

Westfield High School - Westfield, IN

Indiana State University - Terre Haute, IN

ADDITIONAL INFORMATION

- Exemplary Customer Service • Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Exceptional Multi-Tasking skills • Internet Savvy
- Demonstrates Initiative in streamlining processes • Ability to be creative in developing standards during training of employees