

# Laura Bodeen

484-949-0032

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## QUALIFICATIONS

- Works well autonomously and as a team member
- Excellent communication skills: in-person, phone and via email
- 10+ years tree grooming & removal, lawn maintenance, landscaping
- Highly experienced managing logistics and finances in landscaping field
- Excellent at multi-tasking
- Results-driven leader with a track record of improving efficiency, productivity and quality

## WORK EXPERIENCE

McCrary & Sons

Laborer-Berthoud, CO

February 2020 - July 2021

bush trimming

yard maintenance and clean-up

weed control

snow removal

Hurr Vasa Sprinkler and Landscape

Laborer – Fort Collins, CO

May 2019 – October 2019

- Yard maintenance and clean-up
- Sprinkler system upkeep for residential and commercial properties
- Assist with installations of sprinklers systems and patios

Gulley's Greenhouse

Plant Production – Fort Collins, CO

December 2018 – April 2019

- Plant identification
- Pruning plants for distribution
- Prepare orders of plants for shipping

Flagger

Flagger – *Fort Collins, CO*

November 2018 – December 2018

- Holding a sign in construction zones
- Maintaining all safety rules
- Coordinating with other workers

Laura's Landscaping and Tree Company

Owner and Operator – *Gunnison, CO*

August 2008 – present

- Managing all sales, clients and work
- Providing estimates for potential clients
- Removing unwanted trees
- Operating wood chipper and clean-up

Waterwheel Inn

Housekeeping – *Gunnison, CO*

March 2016 – March 2017

- Sanitizing guest rooms
- Doing laundry, folding linens, restocking carts
- Providing friendly customer service for all guests

Palisades Restaurant

Server – *Gunnison, CO*

March 2015 – January 2016

- Greeting and seating guests in a friendly manner
- Taking orders and serving food
- Prepping food
- Cleaning dining area

Roy's Tree Service

Laborer – *Loveland, CO*

October 2011 – August 2012

- Debris removal
- Loading trucks with tree parts
- Tree pruning and maintenance

Sonny's Pizzeria

Lead Server – *Lehighton, PA*

March 2009 – January 2011

- Training new employees
- Seating and serving customers
- Prepping food

- Sanitizing dining area, bathrooms and kitchen

Pupek Cutting Service

Landscaping and Tree Service Laborer – *Spring City, PA*

June 2007 – 2011

- Tree and stump removal
- Brush chipping
- Tree pruning and maintenance
- Wood removal and brush clearing
- Debris removal and chipping

Dwayne Fazekas Tree Service

Tree Service Assistant Manager – *Douglasville, PA* September 2004 – October 2007

- Selling and estimating tree care work
- Drafting work orders and instructing crews on key elements of job requirements
- Following up with customers- resolving issues as needed
- Assisting with crew training on proper techniques and reviewing crew work for quality
- Tree and stump removal
- Brush chipping, brush clearing and wood removal

EDUCATION

B.S. Candidate

2014

Montgomery County Community College

Pottstown, Pennsylvania