

# Lee Holmes

Rochester, MN 55903

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7085714370

Authorized to work in the US for any employer

## Work Experience

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### **PBX Operator/Receptionist**

Kahler Grand Hotel - Rochester, MN

October 2020 to Present

I started of houseman in October 2020, work to become head houseman, and Bellsman and Pbx operator.

### **Bellman/ valet/ PBX/ Houseman**

Kahler Grand Hotel - Rochester, MN

October 2020 to Present

Answer and direct all calls to proper person or handle the need if i can. Let people into certain entrance, let people in and out of parking ramp. Watch camera's for any suspicious activity. Park and retrieve vehicles. Help with luggage. And etc

### **Crew Leader**

Better lawn & gardens - Rochester, MN

October 2018 to April 2019

Ran a snow removal crew, recruited the guys and payroll

### **Remodeling Contractor**

Rochester - Rochester, MN

February 2015 to October 2018

Drywalling, framing, painting, plumbing and etc  
Snow Removal

## Education

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### **Bachelors in Science**

Grand Canyon University - Arizona City, AZ

April 2017 to December 2018

### **High school or equivalent**

Monee High School - Crete, IL

September 1986 to June 1990

## Skills

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- Forklift (10+ years)
- Problem Resolution (10+ years)
- Mechanical Knowledge (10+ years)
- Sanitation (8 years)
- Microsoft Office
- Microsoft Office (6 years)
- Carpentry (10+ years)
- Concrete Carpentry (10+ years)
- Microsoft Word (6 years)
- Microsoft Powerpoint (6 years)
- Frame Carpentry (10+ years)
- Drywall Experience (10+ years)
- Painting (10+ years)
- Machine Operator (8 years)
- Flooring Installation (10+ years)
- Snow Plowing
- Landscape Maintenance
- Construction
- Remodeling
- Trim Carpentry
- Lawn Care
- Handyman
- Construction Management
- Glass Installation
- Concrete Finishing
- Plumbing
- Fabrication
- Caulking
- Mowing
- Facilities Maintenance
- Stucco
- Order Picking
- Plastering
- Door Hanging
- Supervising Experience
- Leadership
- Restaurant experience
- Sales

- Customer service
- Computer literacy
- Food service
- Outside Sales
- Loader Operation
- English
- Manufacturing
- Food production
- Hotel experience
- Welding

## Assessments

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### **Customer Focus & Orientation — Familiar**

October 2020

Responding to customer situations with sensitivity

Full results: [Familiar](#)

### **Call Center Customer Service — Completed**

March 2020

Applying customer service skills in a call center setting.

Full results: [Completed](#)

### **Customer Service — Completed**

October 2020

Identifying and resolving common customer issues

Full results: [Completed](#)

### **Active Listening — Completed**

October 2020

Actively listening and appropriately responding in conversations

Full results: [Completed](#)

### **Verbal Communication — Proficient**

October 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Sales Skills — Proficient**

October 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

### **Scheduling — Familiar**

October 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Familiar](#)

### **Outside Sales — Highly Proficient**

October 2020

Understanding and responding appropriately in sales scenarios, and performing common sales calculations

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.