

FAX

TO: Kendra

FROM: Adam Donatelle

FAX: 612-395-5574

PAGES: 2 (including cover sheet)

DATE: 11-10-09

PHONE: 651-248-0492

RE: Material Handler or any other job

COMMENTS: You may use my skills Thank
you!

Adam Donatelle

7885 Ribley Road Woodbury, MN 55125

651-248-0492

AdamD651@aol.com

Objective: To obtain a client solutions position that will utilize my skills and broaden my abilities as a business professional.

Qualifications:

- 5 years production/ assembly
- 6 years customer service
- 2 years rebar fabrication
- 2 years big press operation
- 2 years delivery driver
- 2 years monetary transactions
- 5 years landscaping
- 2 years sales
- Blueprint literate
- Math efficient
- Equipment/ Product inspections (Calipers/ Micrometers)
- De-burring knowledge
- Shipping/ Handling
- HazMat knowledge
- Keyboarding
- Marketing skills
- Hand Tool knowledge
- Problem Solving
- Driving Heavy Machinery
- Microsoft Word
- Time Management

Relevant Experience:

Jimmy Johns,

Woodbury, MN

Driver/ Sandwich maker

- Delivering food to customer homes in a timely fashion.
- Handling funds for the company and balancing a cash drawer.
- Having great customer service and problem solving skills.

Airflow and Associates,

Maplewood, MN

Sales/ Customer Service

- Engaged prospect clients to meet company quota requirements and gain additional business.
- Assembled product for demonstration.
- Closed the sale and delivered the product.

Express Personal,

Woodbury, MN

General Labor

- Drove forklifts, pallet jacks, cherry pickers.
- Order tracking via company computer systems.
- Lifted heavy products and delivered them to assigned destinations.

Education:

1/2008- 8/ 2008

Saint Paul College

St. Paul, MN

Graduate M-Powered Manufacturing Program

OSHA safety Compliance- Certified

5/ 2006- 1/ 2007

Globe College

Oakdale, MN

General credits earned toward B.A Degree