

# Maxwell Witwicki

Fort Collins, CO 80521

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Drivin individual with multiple years of various job experience.

Background in food service, retail, shipping and receiving operations, as well as moving and construction operations. Focused on customer satisfaction and furthering operational improvements. Dedicated individual with strong communication skills and multitasking equivalencies. Working in multiple fields has allowed me to develope useful techniques to accomplish difficult and timely tasks and I'm proud that I can take that into any job.

Authorized to work in the US for any employer

## Work Experience

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### **Kitchen Lead/ Team**

Vato's Tacos and Tequila - Fort Collins, CO

September 2019 to December 2020

Trained staff on cooking procedures and quality.

- Oversaw food prep and safety protocols.
- Resolved challenging customer complaints.
- Worked with staff effectively to maintain business standards and strong team performance.

### **Day Laborer**

Kelley and Son's Construction company, LLC - Lake Zurich, IL

October 2018 to July 2019

Learned diverse construction trade skills, such as basics in carpentry, painting, plastering, roofing, and concrete.

- Completed heavy labor work such as hauling large amounts of materials, scaffolding concrete work and digging ditches.
- Operated necessary machinery and equipment to fulfill job requirements.
- Performed general outdoor landscaping tasks.

### **Sales Associate/ Operations**

Dicks Sporting Goods - Deer Park, IL

August 2018 to December 2018

Collected, tracked, and input company inventory into computer based system.

- Packed and shipped customer order products through computer based system
- Managed loading and unloading of routine material shipments
- Trained and worked along side staff to accomplish goals according to schedule and customer satisfaction.

### **Assistant**

Lady Jane's Bakery - Bristol, WI

July 2013 to September 2017

Worked with various types of customers and understand specific needs and requirements.

- Performed cash handling activities.
- Cooked batches of food according to specific standards and recipe.
- Used and operated multiple kitchen appliances to put out finished goods.

### **Customer Service/ Cashier**

Goodwill Industries - Lake Zurich, IL

May 2016 to December 2016

Used POS system to process payments, enter orders, and issue transactions.

- Performed cash handling activities.
- Restocked, arranged, and organized frontlines and hardlines.
- Assisted customers with merchandise in any department.

## Education

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### **High School Diploma**

Lake Zurich High School - Lake Zurich, IL

July 2016

## Skills

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- People skills
- Strategic planning
- Performance improvement
- Kitchen equipment and product knowledge
- Construction and Carpentry basics
- Roofing
- Order Entry
- Landscape Maintenance
- Driving

## Additional Information

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I know that I've worked many jobs but whatever job I have done I have picked up quick and excelled in the company. I hold myself at a high standard and I will prove quickly that I am a reliable and effective employee.