

Michael Cox

Junction, IL 62954

michaelcox2520@hotmail.com

(618) 387-2290

Work Experience

Ron's Tree Service - Sturgis, KY

September 2016 to Present

- Operate chipping and shredding equipment, feed limbs and brush into machines.
- Clear sites, streets, and grounds of woody and herbaceous materials, such as tree stumps and fallen trees and limbs.
- Assisted with removal and chipping of diseased and dying trees as directed.

Quality Inn - Harrisburg, IL

July 2013 to September 2016

Greet guests and help them accommodate in a friendly manner.

- Coordinating room assignments, processing arrivals and departures, handling luggage, and solving complaints
- Audited and reconciled reports on all cash and credit transactions in accordance with hotel's standard policies and procedures.

Dish Network - Evansville, IN

May 2012 to June 2013

- Coordinated with Dish Network representatives to install digital satellite television to the client database
- Spoke to the clients in a professional manner and pursued the best possible avenue for their needs
- Worked in a timely manner along with other team members

New Haven American Legion - New Haven, IL

March 2012 to May 2012

Provided service's in building maintenance and repairs on equipment

Industrial Transport Service's - Mount Vernon, IN

April 2011 to March 2012

- Operated combination vehicle.
- Coordinated with the dispatch office to insure deliveries were made on time from location to location
- Maintained an accurate report to track all trailer movements on plant site
- Transferred products, from place to place, in a timely manner to ensure shipments arrive at their destination on time
- Maintained a safe working history with the company; and followed the guidelines provided by The National Transportation Safety Board

Cox & Son Disposal - New Haven, IL
August 2008 to April 2011

- Coordinated the most cost effective way, to ensure all customers needs have been met at the appropriate time
- Maintained a client database of 1,125 customers weekly
- Became the working supervisor for the six towns throughout the whole county

Rent-A-Center
December 2006 to July 2008

Belleview, NE

- Managed a team of seven employees under my supervision
- Managed the accounts payable department
- Ensured that deliveries, and shipments, were processed in a timely manner

Cox & Son Disposal - New Haven, IL
May 2004 to December 2006

- Coordinated the most cost effective way, to ensure all customers needs have been met at the appropriate time
- Maintained a client database of 1,125 customers weekly
- Became the working supervisor for the six towns throughout the whole county

Education

High School Diploma

Gallatin County High School
May 2004