# Robert Hartfiel

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## Experience

**Capstone Logistics, Unloading Specialist**                    **2016 - Present**

- Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles and containers, by hand, forklifts, and other heavy equipment

- Sort cargo before loading and unloading

- Attach identifying tags to containers or mark them with identifying information

- Read work orders and receive oral instructions to determine work assignments or material or equipment needs

- Stack cargo in locations such as transit sheds or in holds of ships as directed, using pallets or cargo boards

**Due North Detailing, Car Detailer**                    **2015 - Present**

- Clean and polish vehicle body and windows. Scrub and spray car parts, equipment, or vehicles, using scrapers, brushes, clothes, cleaners and disinfectants. Apply polishes, reconditioners, waxes to vehicles to preserve, protect, or restore color or condition

- Inspect parts, equipment, or vehicles for cleanliness, damage, and compliance with standards or regulations

- Maintain inventories of supplies

- Confer with customers in person to provide information about products or services, and take orders

**Gorecki Manufacturing, Warehouse Clerk**                    **2014 - 2015**

- Packed and unpacked items to be stocked on shelves in stockrooms and warehouses

- Stored items in an orderly and accessible manner in warehouses

- Examined and inspected stock items for wear or defects, reporting any damage to supervisors

- Received and counted stock items, and record data manually or using computer

- Marked stock items using identification tags, stamps, electric marking tools, or other labeling equipment

**North Central Plumbing, Plumber**                    **2011 - 2013**

- Inserted pipe assemblies, fittings, valves

- Installed appliances such as dishwashers or water heaters, and fixtures such as sinks and toilets, using hand and power tools

- Maintained records of work assignments

- Filled pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks

- Direct co-workers engaged in pipe cutting, preassembly, and installation of plumbing systems along with components

**Robert Hartfiel Carpentry, Carpenter**                    **2010 - 2011**

- Followed established safety rules and regulations and maintain a safe and clean environment

- Studied specifications in blueprints, sketches, and building plans to prepare project layout and determine dimensions and materials required

- Measured and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge

- Shaped and cut materials to specified measurements, using hand tools, machines, and power saws

- Installed structures and fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools

**Terry's Janitorial, Delivery Driver**                                              **2009 - 2010**

- Collected money from customers, make change, and record transactions on customer receipts.

- Drove trucks to deliver janitorial supplies and equipment

- Wrote customer orders and sales contracts according to company guidelines.

- Informed regular customers of new products or services and price changes.

- Listened to and resolved customers' complaints regarding products or services.

- Installed janitorial equipment at customer's places of business

## Education

Arbuckle Truck Driving School, Attained a commercial driving license                **2009**

Dakota County Technical College, Completed coursework in Electrical Construction & Maintenance    **1996-1998**

Elk River High School, Awarded a high school diploma                                **1990**

## Skills

Superb work ethic recently shown through a promotion from an assembly line position to warehouse clerk at Gorecki Manufacturing

Exceptional communication skills developed through interaction with customers at Due North Detailing and Terry's Janitorial

Proficient computer literacy proven through...

Flexible team player that excels in a fast-paced work environment and can adapt to various situations that require prioritizing multiple work assignments simultaneously