

Travis Manuel

711 Charles Avenue • Saint Paul, MN 55104 • (612) 814-1120

Summary of Qualifications

- Lift truck certified
- Pays attention to detail
- Flexible and dependable
- Works well in a team setting
- Results oriented
- Responsible & Dedicated

Relevant Experience

Carpentry

- Studied specifications in blueprints, sketches or building plans to prepare project layout and determine dimensions and material required
- Shape or cut materials to specified measurements, using hand tools, machines, or power saw
- Followed established safety rules and regulations and maintain a safe and clean environment
- Measured and marked cutting lines on materials, using ruler, pencil, chalk, and marking gauge
- Installed structures and fixtures, such as windows, frames, flooring

Janitorial

- Serviced, cleaned, and re-supplied restrooms; Gathered and emptied trash
- Cleaned floors by sweeping, mopping, or scrubbing them; Stripped, sealed, finished, and polished floors
- Followed procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures; Mixed water and detergents or acids in containers to prepare cleaning solutions
- Requisitioned supplies and equipment needed for cleaning and maintenance duties
- Cleaned windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- Steam cleaned carpets and maintained floors by waxing

Grounds keeper

- Gather and remove litter.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Operate vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, or pruning saws.
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.

Production

- Worked in team setting to meet quota of folding and packaging Mylar balloons and posted totals
- Monitored product for exact size to be placed into packaging and removed/replaced damaged product
- Maintained supplies and restocked assembly bins with necessary materials to complete daily goals
- Consistently met and exceeded daily quotas and maintained standards of excellence in performance and team work
- Operated forklift to load and unload materials from incoming and to outgoing trailers
- Moved shipments to and from shipping-and-receiving platform to storage and work area
- Unpacked and examined incoming shipments, rejected damaged goods, recorded shortages, and corresponded with shipper to rectify damages or shortages; Verified and kept records on incoming and outgoing shipments

Employment Experience

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|----------------------|---|---------------|
| Warehouse Specialist | Minncor Industries, Roseville, MN | 2019- Present |
| Grounds Worker 1 | MCF Stillwater, Bayport, MN | 2018-2019 |
| Janitor | Sparking Touch, Lutchter LA | 2016-2017 |
| Fry Cook | Popeye's, Gramercy, LA | 2015-2015 |
| Carpenters Helper | Louisiana Housing Authority, Lutchter, LA | 2013-2013 |

Education

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|---------------------------|---|------|
| Forklift Certified | National Safety Council, Saint Paul, MN | 2019 |
| General Education Diploma | Department of Education, Roseville, MN | 2018 |