
ZACHARY SHALEEN

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PROFESSIONAL SUMMARY

Talented physical laborer with solid experience, teamwork abilities and understanding of safety. Competent helping complete work through effective materials handling, trash removal and equipment operation. General worker with experience performing variety of technical tasks relative to assigned areas of responsibility. Maintains cleanliness of work area, counting materials, merchandise and supplies in stock. Experienced in training new employees on responsibilities and company work ethics. Background in general maintenance, light construction, repair and custodial work.

SKILLS

- Customer assistance
- Point of sale knowledge
- Drawer management
- Liquor law compliance
- Stocking and replenishing
- Cash register operations
- Product knowledge
- Customer Relations
- Cleaning procedures
- Store merchandise stocking
- Safety Procedures
- Landscaping
- Drywalling
- Roofing
- Carpentry
- Residential construction
- Hand/power tools
- Power tools knowledge
- Hardware tools
- Power tool use

WORK HISTORY

Cashier, 04/2019 to Current

Pilot Flying J – Inver Grove Heights, MN

- Operated cash register for cash, check and credit card transactions with excellent accuracy.
- Restocked, arranged and organized merchandise in front lanes to drive product sales.
- Checked prices for customers and processed items sold by scanning barcodes.
- Counted cash in register drawer at end of shift.
- Checked identification for proof-of-age and refusing alcohol and tobacco sales to underage customers.
- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Helped over one hundred guests every day by processing payments, monitoring reward accounts and resolving service concerns.
- Replenished sales floor merchandise and organized shelves, racks and bins for optimal appearance.

- Educated customers on promotions to enhance sales.

Delivery Driver Helper, 12/2019 to 01/2020

UPS – Eagan, MN

- Assembled orders and packed items for shipment, conveying orders to shipping personnel.
- Moved furniture and boxes using utility dolly and truck ramp.
- Arranged items at destination according to customer requests and instructions.
- Safely but efficiently brought packages to house/garage door

Whey Handler, 03/2015 to 10/2016

Ellsworth Cooperative Creamery – Ellsworth, WI

- Negotiated agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Worked with whey buying customers to understand requirements and provide exceptional pallet stacking service.

EDUCATION

Associate Degree in Electrical Lineman: Electrical Lineman, 05/2016

Minnesota State Baudette - Baudette, MN

High School Diploma: 05/2014

Hastings High School - Hastings, MN