

CAREER OBJECTIVE

To continue to work within the construction materials industry in a customer service role.

HIGHLIGHTS OF QUALIFICATIONS

- 45 years' of experience handling all types of tools and operating various equipment including: bobcat backhoe and some truck driving
- 14 years' of supervisory and managerial experience in various industries including: Building Materials, Pipe Insulation and Fire Suppression Systems Installation
- Trained 20 or more employees on company policies, proper procedures, and safety initiatives
- Adept at coordinating with the appropriate staff to ensure the required work was performed and actioned in a timely manner
- Multitasking; demonstrated through balancing office tasks, prioritizing projects and managing employees
- Proficient computer skills with experience using Microsoft Office including Word and Excel
- Excellent communication skills as demonstrated by working relationships with a variety of stakeholders such as contractors, employees and management
- Demonstrated mechanical aptitude; able to complete hands on tasks, repair/maintain items and operate tools and machinery

EXPERIENCE

Yard Supervisor

2014 – 2018

Lakeland Co-op, Bonnyville, AB

- Shipped and received building materials
- Controlled inventory
- Served customers and assisted contractors
- Supervised and oversaw a staff of up to 4
- Reported to the store manager and the building manager
- Participated in the interviewing and hiring of staff
- Trained new hires on the company's protocols and procedures

Superintendent

2010 – 2014

Lacorey Insulation, Lacorey, AB

- Supervised and oversaw a staff of 17 and ensured accuracy of all time sheets
- Insulated pipes completed approximately 180 new well sites
- Created staff schedules
- Ensured that projects stayed
- Ordered required materials on time
- Performed staff performance appraisals

Resume Candidate #2

- Participated in the interviewing and hiring of staff
- Trained new hires on the company's protocols and procedures

Service Manager

2004 – 2010

Pacific Coast Fire Equipment, Victoria, BC

- Oversaw scheduled and supervised a staff of 12 performing service calls
- Travelled between Victoria and Richmond to attend monthly meetings
- Installed fire suppression systems in customer properties
- Provided friendly and professional customer service

EDUCATION

Small Engine and Marine Repair Technician

Sir Sanford Fleming College, Peterborough, ON

1983

High School Diploma

West Hill Collegiate, West Hill, ON

1973

COMPUTER SKILLS

Level 1 & 2 Computer training

New Phase Computer Training, Edmonton, AB

2018

TICKETS AND CERTIFICATIONS

- First Aid
- H2s
- CPR
- Forklift
- WHMIS
- Transportation of Dangerous Goods (TDG)
- H2S Alive
- Forklift Operator