

## CUSTOMER SERVICE REPRESENTATIVE PRESENT

### Accomplishments

- ADOT Highway plans reading ADOT Pen Computer System Training ATTI Field Asphalt, Soil/Agg.
- 14135F ACT Building Performance Institute, Build[nc Analyst Professional Troxler Nuclear Gauge Safety Training, Class #0110486 8 hour Refresher OSHA hazmat training Cert.
- 40 hour OSHA training Cert.
- Life and Health Insurance, DOI#642125.

### Experience

Company Name 1/4 City , State Customer Service Representative Present

- Extensive experience assisting customers with purchases and returns, constructing displays, training new employees policy and procedures  
Awarded customer satisfaction card, alternate customer service supervisor.

Company Name 1/4 City , State Construction Materials Technician

- Highway construction plans, construction inspection procedures and specifications; materials testing procedures, personal computers and the use of applicable software.
- Communicated and coordinated construction schedules with the necessary parties, and ensured that work complied with project approved plans, standards and specifications.
- Work out of town was common.

Company Name 1/4 City , State Construction Quality Assurance Inspector

- Served as a Special Ministry counselor to individual(s) and families to provide free basic relocation assistance.
- Identify the clients problem(s), present solutions, and work in a team setting.
- Informing clients of prerequisite for assistants, assessed information, and collaborated with team on the recommended decision.
- Collaborated with private contractors, the public, State management to ensure that work complied with approved plans, standards and specifications.
- Prepared and submitted field task reports of materials sampled and field test to State district head office with calculations of QA monitored or client.
- Classified as a level II State inspector after completion of first assignment.
- Expected to competently perform any new assignments tasked.

Company Name 1/4 City , State Geologist/Assistant Lab Manager

- Supervising geologic and geophysical activities involving various types of analysis, data interpretation, preparation of geologic report findings.

### Education and Training

Morehead State University City , State Bachelors of Arts : Political Science Political Science

### Certifications

ACI Concrete Field testing Grade 1 Cert.01029787

### Skills

a level II, basic, counselor, client, clients, customer satisfaction, customer service, inspection, inspector, interpretation, materials, office, QA, supervisor, Supervising