

**Zachary**  
Lewiston, ME 04240

**Summary**

Business professional with over 10 years of retail and healthcare experience. Major strengths in mentoring, communication, time management and organization. An honest and hardworking team player who learns quickly, pays attention to detail and produces quality work.

- Attention to Detail
- Presentation Skills
- Ability to Multi-Task
- Customer Service
- Client and Vendor Relations
- Team Player

**Work Experience**

Maine Mobile CPR LLC, Lewiston, ME 02/2019-Present

**Owner/Lead Instructor**

- Teaches American Heart Association CPR to Healthcare Professionals and Laypeople
- Provides on-site instruction
- Completes and submits paperwork on time

L.L. Bean Inc., Freeport, ME 11/2013-02/2020

**Learning Specialist** 06/2018-02/2020

- Presented packing information in the classroom
- Trained packing procedures and steps on the pack lines
- Trained tote fill procedures and steps on the tote fill floor

**Pack Problem Resolution** 05/2018-02/2020

- Sorted items to the correct order
- Picked items to complete order
- Navigated the Manhattan program to research and correct customers order

**Seasonal Pack Lead** 10/2018-05/2018

- Assisted packers on the pack line
- Communicated with co-workers about conveyor stops and starts
- Monitored the panel with the controls to the conveyors in and out of the pack lines

**Seasonal Multi-Packer** 06/2017-10/2018

- Fully trained in all packing skills 09/2014-02/2015
- Matched orders with the correct paperwork 11/2013-12/2013
- Accurately packed orders neatly

Maine Medical Center, Portland, ME

**Perioperative OR Tech** 10/2015-05/2017

- Restocked and picked pertinent case equipment
- Cleaned and sanitized operating rooms pre and post-surgery

- Transported patients from the operating room to the recovery room

BJ's Wholesale Club, Auburn, ME 02/2015-03/2016

**Ticketer**

- Kept shelves and floors free of cardboard and trash
- Stocked and restocked shelves to ensure merchandise availability
- Organized products according to store policy

Northern New England Poison Center, Portland, ME 11/2010-10/2015

**Poison Information Provider**

- Triaged calls in order of severity
- Advised callers about the appropriate management that pertains with the exposure
- Obtained pertinent information and history to assess the extent of the exposure

**Education**

Purdue Global University

**Master's in Business Administration** March 2020

Kaplan University

**Bachelor of Science in Health Science** (magna cum laude) May 2017

Kennebec Valley Community College

**Associate of Applied Science in Advanced Medical Care** August 2013

**Notable Achievements**

2017 Kaplan University Dean's Award-Lewiston

2017 Kaplan University Presidents Award Nominee