

**Amanda A** Lewiston,  
ME 04240

Hardworking laborer with work history in roofing, construction and scaffolding with a safety-driven and team-oriented mindset. Always willing to go above and beyond to complete jobs to customer satisfaction. Skillful in reading drawings and following orders with accuracy and efficiency. Fast-working, skilled working in all types of weather conditions and unafraid of heights. Committed and collaborative team player with attention to safety and fantastic organization. History of keeping work areas clean, neat and professionally arranged. Good listening skills combined with attentive and detail-oriented nature. Provided excellent service as a member of a professional construction team. Familiar with safety regulations and occupational hazards. Provided in-depth knowledge of concrete types and gravel, sand, water and concrete mixing techniques. Safely operates forklifts, trowels and paving machine

**Roofing Laborer Sunshine Roofing & General Contracting Inc. –**  
Lehigh Acres , Florida

Precisely cut felt, shingles and strips of flashing to fit angles formed by walls, vents and intersecting roof surfaces. Conducted regular inspections and troubleshoot building roofing systems for commercial and residential customers.

Repaired and maintained roofing systems, including replacing roofing tiles and refastening seams. Maintained good physical fitness in order to maintain proper balance on inclined surfaces and at high levels off ground. Removed old roofing material and properly disposed of all debris to maintain clean, organized work sites. Removed snow, water and debris from roofs prior to applying roofing materials. Performed job duties at low, medium and advanced heights on regular basis while observing safety protocols to avoid possibility of accidents and falls. Completed residential and commercial projects with tight schedules by working effectively with fellow team members. Applied gravel and pebbles over top layer, using rake and stiff-bristled broom.

**Scaffold Builder Performance Industrial**  
**Contractors –** Laporte , Texas

Disassembled scaffolding and equipment when projects were completed or after each shift according to strict schedules. Built structures using precast concrete and hand-poured concrete forms. Followed protocols and stayed organized to provide personal and teammate safety. Completed all tasks according to technical document requirements and specifications to work with accuracy. Devoted

special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately. Maintained excellent attendance record, consistently arriving to work on time. Resolved conflicts and negotiated mutually beneficial agreements between parties.

### **Lead Prep Cook Harbor Event Center**

– Punta Gorda, FL

Prepared items ahead of time to promote efficiency in dish garnishing. Changed and sanitized all cutting boards, benches and surfaces between tasks to avoid cross- contamination. Maintained smooth and timely operations in preparation and delivery of meals. Checked meat temperatures prior to plating and serving dishes, upholding strict standards for food safety and preparation. Mentored staff in expectations and parameters of kitchen goals and daily work. Cleaned areas regularly to maintain sanitation and safety standards and streamline service flow. Inspected completed dishes for best-in-class plating, aroma and food quality. Prepared identical dishes numerous times daily with consistent care, attention to detail and quality. Oversaw scheduling, inventory management and supply ordering to maintain fully stocked kitchen. Maintained high food quality standards by checking delivery contents to verify product quality and quantity. Planned lunch, dinner and bar menus, as well as special menus for in-house special events and catering. Met production requirements for all aspects of banquet and outlet desserts and breakfast pastries.

### **Cocktail Waitress Boomers Bar And Grill**

– Port Charlotte , FL

Built solid rapport with many frequent patrons to cultivate guest loyalty. Monitored guests for intoxication and immediately reported concerns to management, contributing to safe and welcoming environments for all patrons. Checked identification to enforce age regulations for alcoholic beverages. Stored food in designated containers and storage areas to increase shelf life, improve kitchen organization and provide easy access during busy peak service times. Maintained customer satisfaction with timely table check-ins to assess food and beverage needs. Applied communication and problem-solving skills to resolve customer complaints and promote long-term loyalty. Maintained reputation for order efficiency and accuracy, earning numerous recommendations from satisfied customers. Collected credit card, cash and gift certificate payments and dispensed change for cash transactions. Served alcoholic and non-alcoholic beverages in bar environment. Performed complete opening, closing and shift change duties to keep restaurant working efficiently and teams ready to meet customer needs. Communicated with guests to record orders and assess needs.

### **Concrete Finisher Precision Concrete Construction**

**Inc.** – Fort Myers, FL

Shoveled materials such as dirt, gravel and asphalt. Measured precise amounts of concrete and verified levelness to improve quality of finished product. Installed rebar and molded expansion joints and edges for concrete projects. Reviewed all project documentation and blueprints to prioritize and schedule job tasks. Leveled, smoothed and finished surfaces of poured concrete for construction projects. Monitored inventory of key tools and materials used at each project site to provide consistent availability. Operated equipment such as forklifts safely to efficiently complete site work. Wore correct clothing and protective equipment for jobs. Demolished and repaired old concrete surfaces. Engaged with customers and subcontractors and provided timelines for project completion. Adhered to safety and reporting procedures.

### **Shipping and Receiving , Fork Lift Driver**

**Walmart Distribution Center** – Baytown,  
Texas

Worked with vendor representatives to resolve damaged shipments and item shortages, protecting company interests and financial targets. Orchestrated efficient routing by producing accurate shipping documentation and package labels. Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation. Coordinated efficient storage areas to optimize materials movements and minimize labor hours. Loaded and unloaded boxes and pallets using safe operating procedures and correct equipment. Placed, tagged and secured merchandise in diverse designated areas. Investigated and adopted optimal shipping and receiving strategies, selecting best carriers, routes and methods to minimize costs and enhance schedules. Adhered to tracking, documentation and control standards in order to reduce loss and maintain compliance. Checked items against documentation for accuracy. Worked in team environment to maintain high levels of productivity. Used strapping and bracing techniques combined with proper balancing to prevent load shifting. Boosted team efficiency by moving materials with forklifts, cranes and other equipment.

**Charlotte High School** - Punta Gorda, FL

### **Manufacturing Technology Basic**

4/27/2020 - 5/28/2020

Course offered by Manufacturers Association Of Maine and Destination Occupation, taught via Northeast Technical Institute Topics covered: Workplace Skills and Communication, Introduction to Lean Manufacturing, Safety Practices and Regulations, PPE, Lockout/Tagout, Hazardous Communication and Precision Measurement