

# Heather Ackerman

Grasston, MN 55030

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763-691-4121

Authorized to work in the US for any employer

## Work Experience

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### **Owner**

North Country Transportation - Grasston, MN

January 2019 to September 2020

- Apply for and maintain all legal licenses
- Receive all incoming company calls
- Hire and schedule drivers
- Accounting and taxes
- Oversee day to day operations
- Payroll
- Billing
- Neatly file important documents
- Maintain vehicle records following state regulations

### **Irrigation Technician/ Landscaper**

Carl's Irrigation - Ham Lake, MN

June 2016 to September 2020

- Train new employees and manage the crew
- Dig trenches from the sprinkler line to where the sprinkler head will go
- Install sprinkler heads and connect sprinkler lines
- Do service repairs as needed
- Keep parts, tools, and work truck organized
- Install edging
- Spread and level mulch and rock
- Plant shrubs
- Lay sod

### **Hospital Security Officer**

First Security Services - Santa Rosa, CA

December 2015 to June 2016

- Patrol assigned areas and look for safety concerns
- Use radio to keep in contact with other officers
- Restrain patients who intended on harming themselves or others
- Write detailed reports of all incidents
- Monitor cameras
- Sign in and direct visitors

### **Security Report Writer / Dispatcher**

Grand Casino Hinckley - Hinckley, MN  
August 2013 to November 2014

- Write accurate and detailed reports
- Coordinate with managers, surveillance, other departments, and law enforcement as needed for emergencies
- Answer, respond, and record phone and radio calls
- Create a break schedule for all Officers
- Watch for and report suspicious activity

### **Temporary Worker**

Command Center, INC - Cambridge, MN  
July 2011 to August 2013

- Run drill, punch, and brake presses
- Spot weld
- Assembly
- Cleaning
- Stock shelves
- Set up and tear down banquet rooms for events

## Education

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### **Braham Area High School**

2011