**Geoffrey P. Banks**

**811 E 5th 316.250.3289(h)**

**Newton, KS 67114 316.217.2072(m)**

**OBJECTIVE:**

To obtain a position within the automotive industry allowing me to use my past mechanical and managerial experience immediately adding value to a company.

PROFESSINAL SKILLS:

Proven success in providing customer services in multiple industries building loyalty as well as resolving customer requests. Skilled in managing a high-volume restaurant environment. Attentive in nature to safety policies and procedures resulting in a high level of performance. Increased the level of success in all opportunities by providing excellent training and ongoing support to team members.

***EMPLOYMENT EXPERIENCE***:

**Gardner •** IBF Gardening - Larned, KS Current

Planted and maintained facility garden

Harvested produce and prepared for market

Raised over $4,000 for local Benefit Fund through produce sales

Performed daily upkeep of lawn and garden

**Cook •** Harvey County Detention Center - Newton, KS 2010-2011

Managed menus for 300 plus facility meals

Cooked daily meals for over 100 persons

Updated daily ordering forms for food/supply inventory

**Flooring Technician •** Harvey County Detention Center - Newton, KS 2010-2011

Managed flooring upkeep for 5,000 square foot facility

Scheduled daily cleaning, buffing and maintenance

Responsible for inventory and reordering information to supervisor

Adhered to facility safety requirements

**Asst. Manager •** Dairy Queen – Newton, KS 2007-2010

Managed Crews of four and up

Responsible for cash register and daily accounting report

Provided customers service support training

Assisted in human resource responsibilities

Maintained service efficiency in high volume environment

**General Mechanic •** COOP - Newton, KS 2004-2005

Responsible for new tire sales and installation

Averaged 5 – 10 sales per day

Managed maintenance daily/routine appointments

Changed oil and updated customer records

EDUCATION AND CERTIFICATIONS:

Parsons High School – Parson, KS

**GED**