401 S. Emporia

Wichita, Kansas 67202

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**John R. Caldwell**

**Summary of Qualifications**

* Enthusiastic and driven to succeed, mindful of safety and committed to maintaining a safe working environment, learns quickly and remains physically fit.
* Proficient with power tools and hand tools, paint roller and paint brush.
* Knowledge of basic carpentry/construction techniques.
* Certified by the City of Wichita in forklift operation.

## Experience

## *Building Maintenance* – City of Wichita

October 2015 – September 2017

* Installed and repaired doors, doorknobs, cabinets, paper towel dispensers, etc.
* Installed and repaired vinyl flooring and drop ceilings.
* Prepared surfaces by patching holes in drywall, sealing cracks and gaps, and taping off for paint applications.
* Implemented basic construction techniques including framing and building patters.
* Maintained a positive representation for the City of Wichita when interacting with the public.

## *Sales Representative* – Wilson’s Leather

November 2014 – February 2015

* Maintained inventory levels and stocking of goods.
* Directed customers and aided with purchase decisions and encouraged selection based on preferences.
* Organized displays and created a clean and orderly showroom.
* Demonstrated a friendly and helpful attitude towards customers.

## *Prep Cook* – Panda express

August 2014 – September 2014

* Prepared meats and vegetables for cooking and basic hot entrées for serving.
* Labeled and dated food and removed old stock.
* Cleaned walk-ins and freezers on a regular basis.
* Arranged and stored stock upon arrival.
* Followed food-handling procedures per industry standards and cleaned prep areas and equipment.

## Education

## University of Kansas – Lawrence, KS – Completed 48 hours of higher education, 2008-2010