Terrell Cole 401 S. Emporia, Wichita, KS 67202

tcole@wwrfresource.com *Mobile:* (316) 730-4055

Summary of Qualifications

* Outgoing and personable utility worker with experience restoring floors, greeting clients and managing property.
* Capable of working on a team or independently with little supervision.
* Understands common safety principles and how to use chemicals and equipment properly.
* Remains prompt when responding to customer requests and scheduling jobs.
* Able to operate a variety of machines and equipment used in building maintenance, repair and construction.

Skill Profile

* High/low speed buffers
* Tractor and forklift operator
* Customer service and communication
* Residential construction/remodel
* Windows, floors, siding, baths, and decks
* Hang and finish drywall
* Landscaping, tree trimming and tree removal.
* Kitchen cabinets and countertops
* Ability to operate tractor and forklift

Experience

*Floor Tech*

CC’s Carpet Cleaning Wichita, KS

* Specialized in carpet and furniture cleaning and water restoration.
* Satisfied customer requests which generated repeat business and additional sales.
* Utilized safety equipment to reduce on-site hazards.

*Host*

Chili’s Wichita, KS

* Politely greeted customers to foster a welcoming and memorable dining experience.
* Arranged seating and reservations to maximize volume which increased nightly sales.
* Managed carry out section to select, organize, and deliver guest orders.
* Delivered outstanding customer service when resolving complaints and addressing needs.

*Pre-Loader/Builder*

Electrex Hutchinson, KS

* Managed pre-loading station to ensure maximum production uptime and efficiency.
* Assembled wiring harnesses according to specification while minimizing defects.
* Completed high-volume orders in a timely manner which increased productivity.
* Addressed all identified problems and issues to correct accurately and timely.

*Property Manager*

Rental Properties Wichita, KS

* Completed routine property maintenance to prevent and minimize damage to homes.
* Maintained accurate property records through paper and computerized systems.
* Resolved tenant complaints which increased occupancy rates for all properties.
* Ensured property was up to code according to city specifications to eliminate fines.