# **Donnie D. Coleman III**

**401 S. Emporia 316-265-5211 ext. 208**

Wichita, KS 67202 **dcoleman@wwrfresource.com**

Automotive Detailer / Concrete / Asphalt / Roofing / Siding / Grounds Maintenance / Kitchen Utility

SUMMARY OF QUALIFICATIONS

* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Very punctual with a strong work ethic
* Great attention to detail
* Eager and willing to accept any overtime opportunities
* Comfortable working alone or in a team environment

PROFESSIONAL SKILLS

* Roofing
  + Tear-off and removal
  + Site Clean up
  + Material hauling
* Automotive Detailing
  + Buffing
  + Waxing
  + Interior steam cleaning
  + Wheels
  + Engine bay detailing
  + Interior cleaning and dressing
  + Odor removal
  + Upholstery cleaning
  + Leather cleaning/conditioning
* Asphalt
  + Created side walks
  + Road paving
  + Crack sealing
  + Cold Patching
* Siding
  + Tear-off and removal
  + Site Clean up
  + Material hauling
* Concrete
  + Constructed forms
  + Removed forms
  + Site preparation
  + Built storm drain boxes

WORK EXPERIENCE

* State of Kansas Maintenance Worker Lansing, KS 2016
* Performed asphalt work including laying, smoothing using a hand tamper, tamping and repairing cracks
* Mowed grass, trimmed trees, tended to flower beds and other general grounds maintenance tasks around city parks and grounds
* Constructed concrete forms for sidewalks, storm drain boxes and culverts

* Joe’s Carwash Detailer Wichita, KS 2012 – 2013
* Performed a full exterior detail including paint correct, buffing, waxing, wheels, glass and trim reconditioning
* Deep cleaned the inside of the vehicle including carpet, leather, upholstery and windows
* Cleaned and degreased the engine bay as well as checked that all filters were clean and dry
* Maize Middle School Utility Worker Maize, KS 2009 – 2012
* Applied stucco mud and applied texture as needed to prepare exterior walls for painting
* Painted exterior walls using brushes, rollers and sprayers
* Repaired stucco, replaced wall fixtures and repaired around trim areas as needed

EDUCATION & CERTIFICATIONS

* Kansas Forklift, Inc. OSHA Forklift Certification Wichita, KS 2017
* Forklift Safety Training Course