**Richard A. Heberlee** 401 S. Emporia Wichita, KS 67202

*Warehouse Worker* rheberlee@wwrfresource.com

*Mobile*: (316) 221-1714

**Profile Summary**

* Excellent managerial skills which includes the direct supervision of others.
* Dedicated to showing responsibility, dependability, and excellent work ethic.
* Punctual, fast-learning, and professional at all levels.

**Skills Summary**

*Interpersonal and Teamwork Skills*

* Entrusted to process employee records, such as wage changes and performance evaluations.
* Interacted with a wide variety of personalities in the process of hiring and supervising other team members.

*Managerial and Supervisory Skills*

* Proved multi-tasking abilities by scheduling and supervising staff, consisting of several different cattle processing crews while serving as the crew leader.
* Composed billing statements for and provided to customers.
* Figured wages and wage increases, as well as payroll for employees.
* Served as assistant manager and right-hand to the owner of a cattle processing company, working for multiple feed yards in Southwestern Kansas.

*Agricultural Experience*

* Worked as a farm hand, which involved retaining knowledge about and operating heavy equipment such as forklifts, front-end loaders, tractors, and combines.
* Demonstrated proficiency using hand and power tools.
* Educated customers on the different types of grains, hays, and livestock feeds.

**Work History**

*Laborer* State of Kansas El Dorado, KS 4/2017 – 9/2017

* Maintained grounds by mowing and trimming grassy areas.
* Performed minor repair duties including fixing fences and light construction using wood and tin.

*Laborer* City of Wichita Wichita, KS 12/2016 – 3/2017

* Operated front-end loaders and forklifts while performing general shop labor and maintenance.

*Assistant Manager* Lazy Rocking R Custom Cattle Services Scott City, KS 1/2016 – 10/2016

* Oversaw multiple crews of varying sizes.
* Administered vaccinations, antibiotics, de-lousing, de-worming, and steroid implants and processing of cattle.
* Conducted hiring, wage increases, payroll, and billing.

*Laborer* Snowman Feed and Livestock Scott City, KS 6/2015 – 10/2016

* Loaded and sold feed, hay, and other animal and livestock materials while dealing directly with customers.

*Farmhand* Rick Krause Farms Marienthal, KS 6/2015 – 1/2016

* Assisted with general farm duties and helped plant and harvest crops.
* Maintained and operated equipment including tractors, combines, and grain carts.

**Education**

* Beef Quality Assurance (BQA) Certification *Kansas State University* 2016
* General Studies, IT Training *Chadron State College* 2006