# **Sandy G. Marks**

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

Wichita, KS 67202 **wwrf.smarks@outlook.com**

Forklift Operator / Auto Mechanic / Construction Worker / Assembler / Customer Service

SUMMARY OF QUALIFICATIONS

* Extremely hard working and enjoys taking on new challenges
* Excellent customer service skills
* Able to read blue prints and working drawings
* Skilled forklift operator
* Able to read construction drawings
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Very punctual with a strong work ethic
* Great attention to detail
* Comfortable working alone or in a team environment

WORK EXPERIENCE

* Lucky 7 Used Cars Auto Mechanic Wichita, KS 2010 – 2016
* Worked on incoming used cars and prepared them for sale to customers
* Preformed diagnostic, engine, transmission and electrical work on incoming vehicles
* D&M Construction Construction Worker Wichita, KS 2006 – 2010
* Worked on residential homes and buildings and prepared them for rent or resale
* Installed siding, roofing, plumbing, concrete work and electrical
* Russ Electric Assembler Broken Arrow, OK 2004 – 2006
* Assembled large electrical breakers in a manufacturing environment
* Read and interpreted the blue prints for each electrical breaker design and assembled the components as called for in the plans
* Avis Rent-A-Car Customer Service Rep. Tulsa, OK 2002 – 2004

* Received incoming calls for rental of cars and worked directly with customers to provide excellent customer service
* Helped customer in deciding on make, model and pick-up location based on the best fit for their needs
* Hilti Inc. Lathe Operator/CSR Tulsa, OK 1999 – 2002
* Operated a turret lathe to make stainless steel kiwk bolts for anchoring
* Worked with on-site construction supervisors to help decide which anchors were best suited for their articular application
* Contacted shipping and receiving to create customer orders and ensure the proper items were sent

EDUCATION & CERTFICATIONS

* Green Bush Education NCCER Norton, KS 2016
  + Core Construction
  + Carpentry
* Wichita State University B.A. in Arts and Sciences Wichita, KS 1986 – 1987
* K State University Communications Manhattan, KS 1981 – 1986
* Hilti Inc. Certifications Tulsa, OK 1999
  + Power Actuated Tool
  + Forklift Operator
* Russ Electric Blue Print Certification Broken Arrow, OK 2004