# **James L. Willis**

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Industrial Laundry / Auto Parts / Roofing / Automotive Detailing / Shipping & Receiving / Manual Labor

SUMMARY OF QUALIFICATIONS

* Extremely hard working and enjoys taking on new challenges
* Excellent memory skills and good with math and number memorization
* Outstanding customer service skills
* Fork-lift certified
* Safety focused and trained
* 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

* State of Kansas Laundry Worker Hutchinson, KS 2014 – 2016
* Folded clean laundry and sorted into proper cubicles
* Handed out clean and folded laundry to 250+ customers daily
* Attempted to memorize each customers face and add a personalized touch to improve their experience
* Legit Auto Automotive Detailer Topeka, KS 2013
* Washed, dried, waxed, polished, cleaned glass and deep cleaned the engine and tires of incoming vehicles
* Preformed test drives on incoming vehicles to determine any mechanical issues that needed to be addressed
* Posted cleaned and inspected cars to online sales sites to ensure quick turn around
* Heartland Coffee Laborer Topeka, KS 2009 – 2012
* Roasted coffee and sent the finished product off to the packaging line
* Operated large industrial packaging machines
* Drove a fork lift to move products for shipping and receiving
* Midwest Roofing Services Roofer Wichita, KS 2007
* Installed new roofing material on new residential homes
* Removed and installed new roofing material on existing homes
* Installed new soffit and face boards
* Followed all roof safety procedures at all times to ensure a safe working environment

EDUCATION

* NCCER Certification Core Basics and Safety Hutchinson, KS 2014