

ZACHARY MAYNARD

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com

150 Altum Ct
Bargersville, IN
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Profile

Customer service representative with 3 years of experience of account management, scheduling, and sales.

Experience

Locksmith/Customer Service Representative, Felts Locks and Alarm; Evansville, IN — 2015-2016

Responsible for routing and scheduling work for technicians via incoming customer requests. Both in-shop and out of shop technician responsible for cutting keys, rekeying locks, picking locks, and alarm/camera installation.

Lawn Care Specialist/Customer Service Manager, Spring Green Lawn Care; Greenwood, IN — 2012-2014

Responsible for taking incoming calls to sell potential customers lawn care service, as well as routing and scheduling work for technicians. Operated Z-Spray and PermaGreen lawn care equipment to treat customers lawns. Determined proper lawn products and tools for individual lawn maintenance problems.

Groundskeeper/Facility Upkeep, AMI (Association Management Incorporated); Fishers, IN — 2010-2011

Received and completed various work orders upon request from various neighborhoods and apartment complexes. Duties included spraying/picking weeds, mulching, trimming and garbage disposal.

Education

Center Grove High School - High School Diploma, 2011

University of Southern Indiana - 2011-2012

Ivy Tech Indianapolis - 2012-2013

Skills

Computer literate. Able to effectively operate Microsoft Word, Excel and Powerpoint; as well as their Macintosh counterparts. Strong customer service and communication skills.