

# James Jacob Cook

*Business Administration Student | Skilled Trades*

## Summary

Goal-oriented second-year **Business Administration Student** at UMD Duluth leveraging a strong, proven work ethic and experience in physical trades. Possesses **hands-on skills** in general construction, carpentry, and heavy material handling. Actively focused on learning operational efficiency and management principles with the ultimate goal of becoming an efficient and successful business manager.

## Experience

- May 2024–Aug 2024 **Construction Worker, FB Construction, Osceola, WI**
- Executed **full-cycle construction** of various structures, including sheds and pole barns, from foundation preparation to final assembly.
  - Collaborated effectively within a construction team, optimizing workflows to meet daily build targets and safety standards.
  - Developed proficiency in carpentry techniques, construction safety protocols, and the use of specialized power tools through intensive on-the-job training.
  - Stepped into a **leadership role** for specific build phases, directing tasks for team members to ensure process efficiency and quality control.
  - Assisted in the onboarding and training of new crew members, clearly explaining job procedures and standards for high-quality work.

## Education

- 2024–Present **B.A. Business Administration (Second Year), University of Minnesota Duluth (UMD), Duluth, MN**
- 2020–2024 **High School Diploma, Osceola High School, Osceola, WI**

## Skills

- **Transferable Skills:**
  - Leadership, Team Player, Problem Solving, Time Management, Quick Learner
  - Carpentry, General Construction, Landscaping, Heavy Lifting
- **Construction & Trades:**
- **Technical Proficiency:**

Microsoft Office Suite, Power Tools Operation, Safety Protocol Adherence

– Star Prairie, Wisconsin

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