Rezell Alston, III

3992 Shonnette Drive, Burlington, NC  27217

E-Mail:  [rmalston3@hotmail.com](mailto:rmalston3@hotmail.com)

Phone: (336) 421-5387

Cell: (336) 263-8431

**Skills**

* + - * Proficient in Microsoft Office & Quicken programs
      * Knowledge in reading blueprints
      * Excellent customer service skills
      * Keen ability to maintain office records & interface w/general public
      * Honesty, dependability, able to work independently as well as part of a team

**Experience**

2018- Present Link Transit

Driver/Operator

2016 - Present RHA Behavior Services

Peer Support Specialist

2015 - 2016 Alamance County Transportation Authority

Driver

* Safely carry passengers to appointments, place of employment, and other designated places
* Submitted neat and complete written and electronic records, including maintenance history, pre and post-trip

2014 - 2015   City of Durham

Heavy Equipment Operator

* Operated basic and specific heavy equipment such as forklifts, rollers, Dump Trucks, backhoes, Excavators, and Tractors
* Submitted neat and complete written and electronic records including timesheets, maintenance history report forms, pre and post-trip check forms, and other cost records as needed

2007- 2014        Town of Chapel, Chapel Hill, NC

                  Construction Worker III

* + - * Hauled and operated heavy equipment (backhoe loaders, bobcat, excavator, etc.)
      * Modeled behaviors consistent to the Town’s values of respect
      * Served as temporary Customer Service Technician in Planning
      * Trained in the LAMA software program
      * Utilized a personal computer and various word processing data base software applications, and answered phones
      * Established and maintained effective relationships with employees and customers, and supervisors, and interfaced with public
      * Experienced in using a typewriter, copier, and facsimile machine
      * Managed files and maintained records
      * Communicate effectively orally and writing

**Education**

Alamance Community College

2016-2018 Associates Degree

3.5 G.P.A.-Human Services

UNC School of Social Work

5/2016North Carolina Certified Peer Support Specialist

Institute for Transportation, Research, & Education, NCSU, Raleigh, NC

    2010-2012          Advanced Road Scholar Certification

    2008-2009          Road Scholar Certification

Wilson Community College, Wilson, NC

  8/2008-12/2008       Backhoe/Loader Certification

                             3.0 G.P.A.-Completed 112 Hrs. of instruction in

                     Introduction to Heavy Equipment Operation

    Johnston Community College, Smithfield, NC

    5/1996-8/1996          NC Truck Driver Training School

Received CDL Class A License

**Additional Training**

6/2016 Wellness Recovery Action Plan (20+ hour WRAP)

5/2016 Take Your Heart to Work (40+ hour Training)

**1984 - 1985** United States Marine Corp

     Aviation Operation Specialist

* + - * Created flight schedules documented flight scores
      * Maintained records and manned telephones
      * Interfaced w/generals, officers, & other military personnel

1991-2007           Alamance Community College, Graham, NC

                               Food Service Management, completed coursework

                       Required for Food Service Basic Certification

Alamance Community College, Graham, NC

8/2003-12/2003 Real Estate Pre-Licensing Course (completed 80 hours)