

# Kaleb Hardison

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## Professional Summary

- Resourceful and dedicated college student with excellent analytical skills and a demonstrated commitment to providing great customer service. Strong organizational abilities with proven success managing multiple academic projects and volunteering events. Well-rounded and professional team player dedicated to continuing academic pursuits at a collegiate level.
- Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help a team succeed.

## Skills

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| • Quality Assurance Expert                 | • Food Safety and Sanitation Practices | • Excellent Customer Service Skills Experienced |
| • Strong Organizational Skills Experienced | • Advanced Building Skills Experienced | • Strategic Planning                            |
| • Financial Management                     | • Decision Making                      | • Time Management                               |
| • Analytical Thinking                      | • Financial Performance                | • Public Relations                              |

## Experience

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|---|-------------------------|
| Sales Associate<br>Target, Louisville , Kentucky  | March 2021 - April 2022 |
| <ul style="list-style-type: none"><li>• Answered customer questions and reported issues in person or by phone</li><li>• Kept the selling floor clean and maintained neat and orderly product displays</li><li>• Maintained accurate work logs</li><li>• Recognized for my reliability and zero absence work record.</li><li>• Handled issues professionally to company standards.</li><li>• Built attractive displays and merchandised products.</li><li>• Attended regular staff meetings to discuss sales strategies, goals, and performance updates.</li></ul>   |                         |
| Owner/CEO<br>Hardison Lawn Service, Louisville, Kentucky  | April 2022 - Current    |
| <ul style="list-style-type: none"><li>• Created a start-up landscaping company to provide quality lawn care services to individual &amp; retail clients throughout Louisville</li><li>• Worked to achieve high customer satisfaction rates by providing optimal customer service and creative landscaping work</li><li>• Identified and solicited sales opportunities while managing 2 employees.</li><li>• Outlined new business goals, objectives and action plans to fuel improvement.</li><li>• Tracked trends and capitalized on emerging opportunities, adapting to changing business conditions and market demands.</li><li>• Evaluated operational processes to identify areas for improvement or optimization.</li></ul> |                         |

- Conducted market research to identify new opportunities for growth.

Cashier

July 2022 - December 2023

Hip-Hop Sweet Shop Bakery, Louisville, Kentucky

- Worked to ensure a positive and hassle-free customer experience by efficiently handling all purchases & transactions
- Maintained up-to-date knowledge of all retail promotions
- Settled any customer disputes in a professional and pleasant manner.

UPS Package Handler

May 2024 - August 2024

UPS, Louisville , KY

- Sort and group packages according to their intended destinations and load them into appropriate delivery vehicles. They handle products with the utmost care and always keep them secure.
- Maintained team productivity with well-organized storage, staging and shipment areas.
- Worked quickly to process shipments and meet customer demands.
- Used RF scanner to pick products accurately.
- Detected package issues through visual inspections.
- Worked additional shifts with short notice.

Education

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Kentucky Country Day High School, Louisville

May 2020

- Honors: Academic High Honor Roll 2019 - 2020, Presidential Award for Academic Excellence 2020
- GPA: 3.9

J.M. Atherton High School, Louisville

May 2023

- Honors: Academic High Honor Roll 2020 - 2022, Presidential Award for Academic Excellence 2021
- GPA: 4.33
- Awarded Valedictorian

Bachelor of Science (B.S.): Civil Engineering - Howard University , Washington D.C.

May 2027

- Obtained Scholarship - Howard University Founders
- Obtained Scholarship - Howard University Need
- Member of NSBE 2023-
- Member of ASCE 2023-
- Member of EWB 2023-2024
- Dean's List 2023-2024
- 3.72 GPA 2023-2024

Personal Information

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Title: Civil Engineer

References

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## Extracurricular Activities

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2021, Present, Governor's Scholars Program Recipient, The Office of Kentucky Governor Frankfort, The Governor's Scholars Program is a selective scholarship for the Top 1,000 outstanding academic high school students in Kentucky. 2020, Present, National Honors Society, Atherton High School, Louisville, Participated in several volunteer activities, including Peer-to-Peer academic tutoring. Collected supplies for Louisville Metro United Way Organized food drive & fundraiser for Jefferson County Public School's Back-to-School Drives 08/2019, 08/2022, Volunteer, American Lung Association - Louisville, Louisville, Performed various administrative and clerical tasks as needed, and served as a support for the entire office staff during fundraising events. Created online profiles for potential donors and collected and recorded fundraising efforts. 08/2018, Present, Co-Captain - Soccer Player, Ohio Elite Travel Soccer Club, Louisville, Competed at various positions for Regional Travel Soccer Club for six years. Maintained optimal physical fitness levels through active training, nutritional optimization & positive lifestyle choices. Exercised strong leadership skills and practiced self-discipline on and off the field. Communicated with diverse fellow athletes, coaches, and game officials to maintain optimism and good sportsmanship. Steel Bridge club 2023-2024

## Hobbies And Interests

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- Competitive Soccer
- Music
- Boxing
- Hiking
- Reading
- Building