

Kyle Kotecki  
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## EDUCATION

### **Grand Valley State University**

Allendale, MI  
Bachelor of Arts, English  
Fall 2007

## EXPERIENCE

### **Anthony's Outdoor Services, LLC**

Manistee, MI  
June 2015 – July 2017  
Laborer

Was part of the team voted “Best Landscaping Company” in my hometown’s newspaper survey in 2015. I performed a variety of tasks individually and as part of a team. I operated a range of equipment, from shovels to front-end loaders. Communication skills were critical to ensure clients' expectations were met. Problem solving skills were also paramount when issues cropped up on a job site.

### **Manistee News Advocate**

Manistee, MI  
August 2014 – March 2016  
Stringer

I covered a variety of local sporting events and wrote feature stories in a freelance role. My time management and communication skills combined with my attention to detail allowed me to write clean copy efficiently.

### **Goodwill Industries**

Manistee, MI  
October 2008 – June 2015  
Retail Associate

At Goodwill I sorted donated goods, organized the stock, received donations and made sure that customers' expectations were met or exceeded. I worked both individually and as part of a team.

## SKILLS

My English studies have enabled me to develop a number of skills. I have learned writing, critical thinking, problem solving, analysis, and editing skills. I am proficient in a variety of computer systems and software, including Microsoft Office.