

Michael S. Kolek

155 Boulder Road, Manchester, CT 06040

203.417.0261(cell)

mkolek7@yahoo.com

Employment Experience

SIMONIZ USA, Bolton, CT 2013 – Present

Printing Production Operator

Review Daily MRP report to plan daily label output & plan order of print operation. Manage label stock inventory. Manage data bases and archive label files (electronic) for labels. Coordinate label requirements with graphics, laboratory and production departments, as well as sales and customer service. Manage multiple label formats and printing requirements.

HUSKY VOLLEYBALL, Windsor, CT 2016

Volleyball Coach

Organized and ran practices for High Performance Volleyball girl's team to compete against other local high school level teams throughout the state.

CENTRAL CONNECTICUT STATE UNIVERSITY, New Britain, CT 2013 – 2015

Women's Varsity Volleyball Club Coach

Head Coach for a Division 1 Collegiate Club Volleyball team which belongs to the Northeast Women's Volleyball Club League (NWVCL). Competed against other colleges and universities throughout the New England region. Responsibilities included, but were not limited to, conducting tryouts, practices, as well as coordinating travel and accommodations for tournaments.

THE HOME DEPOT, Glastonbury, CT 2012 – 2013

Flooring Dept. Sales Associate

Provided detailed product information, while promoting and recommending products, along with installation services that matched customer needs. Other responsibilities consisted of performing order management, entering new orders for customers, reaching out to vendors, tracking orders, and resolving issues. Acquired certification for use of Reach Truck, Order Picker and Electric Ladder.

REI, West Hartford, CT 2012 – 2013

Sales Associate

Worked to meet daily sales goals while creating a memorable shopping experience for customers. Used strong communication skills in combination with my own outdoor knowledge and experience to help direct customers to the best outdoor equipment specific to their needs. Assisted with creating displays, seasonal floor moves and overall store presentation.

LEGO SYSTEMS, Enfield, CT 2011 – 2012

Consumer Service Advisor

Managed incoming consumer contacts via phone, email, and mail while meeting the expected Net Promoters Score (NPS), & Net Friendly Score (NFS) levels. Exceeded expected call metrics in resolving customer inquiries/requests.

THE FINEST AND BRAVEST, Manchester, CT 2006 – 2011

Lead Graphic Designer / Sales Associate

Managed design ideas and layout for the creative department which included screen-printing, embroidery and sign making. Maintained an accurate inventory and count of raw materials for the graphics and signage business, so projects were not delayed. Involved with the production process including design, plotting, masking, and application.

SIGNS OF ALL KINDS, Vernon, CT 2005 – 2006

Graphic Designer

Created custom signage for local companies to be used on office buildings, billboards, and other large scale projects. Handled project responsibilities from initial meetings to providing creative design ideas & proofs.

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Education

Manchester Community College

Continuing Education; Computer Aided Drafting & Design 2010

New Horizons Computer Learning Center

Continuing Education; Adobe Dreamweaver Level 1 and Level 2 2006

Endicott College

Bachelor of Fine Arts; Major: Visual Communication, Concentration Graphic Design 1998 - 2002

Software Experience

Bartender Pro (PC), Adobe Photoshop (PC/Mac), Adobe Illustrator (PC/Mac), InDesign (PC/Mac), Adobe Dreamweaver, Gerber Composer, Corel Draw, CRS, CRM, SAP, Soft-phone, Microsoft Office Suite of products, including Word, Excel, PowerPoint, AutoCAD.