Zachary Zakolski

    Somerset, NJ 08873

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**Professional Summary**

Forward-thinking Engineering Intern pursuing Bachelor’s degree in civil engineering. Experience using Auto CAD civil 3D and Microsoft suites. Looking to take on new challenges in role as an intern with a exciting organization.

**Skills**

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| * CAD Civil 3D Drafting * Documentation * Microsoft Suite | * Corrective Actions * Diplomatic and Fair |

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* Microsoft Suite
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**Work History**

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| 10/2022 to Current | Retail Sales Associate  Express – Bridgewater, NJ   * Greeted customers and helped with product questions, selections, and purchases. * Answered questions about store policies and addressed customer concerns. * Used in-store system to locate inventory and place special orders for customers. * Managed efficient cash register operations. * Engaged in friendly conversation with customer to better uncover individual needs. |

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| 09/2021 to 06/2022 | Gas Station Attendant  QuickChek – Somerset, NJ   * Offered assistance to customers unfamiliar with fueling vehicles, demonstrating appropriate measures for pumping gas. * Responded to customer requests efficiently and with knowledgeable assistance. * Monitored and maintained organized workspace, confirming efficient operations. * Pumped gas for guests and took payments. * Removed safety hazards, soiled items, and trash from customer areas. |

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| 02/2015 to 06/2021 | Skate Guard  Protech Hockey Ponds – Somerset, NJ   * Set up promotional displays and equipment for special events and activities. * Trained new recreation attendants on safety procedures and customer service tactics. * Maximized customer service and satisfaction by providing directions to visitors regarding requested locations, events and landmarks. * Operated scoreboard during skating competitions. * Patrolled areas surrounding skating rink to prevent theft or vandalism. * Promoted safety of visitors and mitigated liability risks by monitoring recreation areas, enforcing rules and safety policies. |

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| 05/2018 to 08/2018 | Intern  Bridgewater Township – Bridgewater, NJ   * Sorted and organized files, spreadsheets, and reports. * Collaborated with senior engineers on projects and offered insight. * Shadowed designers and engineers to learn ways to implement methodologies. |

**Education**

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| Expected in 05/2023 | Bachelor of Engineering: Civil Engineering  New Jersey Institute of Technology - Newark, NJ |

**Hockey**

I started playing hockey at the age of twelve and besides physical skills it has taught me discipline, time management, teamwork, and leadership.

**Fashion**

I got into Fashion a couple years ago to help with my confidence, and it has helped me look more professional and give constructive criticism without any hesitation