**CArmen Contreras**  
4250 Gage AveLyons, IL. 60534

carmen.contreras@365.elmhurst.edu

**708-466-4728**

SUMMARY

Results driven leader with a proven track record in maximizing ROI…in people, product levels, resources, and policies. Skilled at finding and fixing inventory and logistics problems and solutions.

Practiced ability to train others in best practices.

QUALIFICATION HIGHLIGHTS

* Exceptional listener and communicator who effectively conveys information verbally and in writing
* Flexible team player, thriving in environments requiring ability to effectively prioritize and juggle multiple concurrent projects in efforts to guarantee customer satisfaction
* Goal driven leader, with ability to maintain a productive climate and confidently motivate and assist colleagues to exceed standards
* Strong computer-literacy skills and extensive software proficiencies covering a wide variety of applications (Microsoft Office, AutoCAD, Inventor, Shop X Back Office.)
* Innovative problem solver with strong time management and organizational skills used to implement projects and complete tasks in an allotted timeframe; demonstrated by maintaining full time student status and a full time work position
* Productive worker with solid work ethic and exerts optimal effort in successfully completing tasks

Experience

**Laborer’s Int’l. Union of North America, Local No. 6**

*Union Laborer* (2015-Current)

* Completed and worked on various projects: *Wrigley field, Lincoln Park Zoo*, *and Northwestern Lake Forest Hospital*
* Trained in the shot-crete method of concrete application
* Effectively communicating with the GC to ensure productivity and schedule goals are being met
* Built strong communication with all coworkers on construction sites to establish safety and efficiency

**Pep Boys** Melrose Park, IL

*Assistant Store Manager* (2015)

* Leader and primary resource to associates and customers for technical matters, advice, direction and assistance related to installation and proper application of automotive parts
* Managed sales, profit, productivity and inventory of all departments
* Ensured the store operated under safe conditions according to established policies and procedures and in compliance with federal and state regulations
* Worked closely with upper management to achieve overall sales and operational objectives; including analyzing sales figures and forecasting sales volumes to maximize profits and keeping up to-date with local competitors.

**Glass America/Gerber Collision & Glass- Boyd Group Incorporated**Elmhurst, IL

*Regional Dispatcher & Parts Manager* (2012- 2015)

* Managed and lead a team of 20+ automotive glass installers
* Planned daily production schedule to maximize efficiency and works time
* Performed in-process quality control checks to ensure company standards were being met and encouraged associates to strive to meet annual productivity goals
* Communicated directly with distributors and vendors to order and supply correct products and to provide a hassle free-experience to customers; in addition, to managing all inventory to meet yearly financial objectives
* Utilized pricing strategies and buying leverage to increase parts margin by 12%

**Tyler Ryan Construction**Woodridge, IL

*Lead Installer* (2009- 2012)

* Coordinated daily operations with internal and external employees ensuring strategic management plans were being executed
* Installed windows and doors for new residential and commercial construction at the highest workmanship in the industry
* Performed proper specifications to installation procedures, as well as followed OSHA safety regulations; at all times expressing the company’s mission statement to exceed excellence
* Worked independently and with suppliers to ensure scheduled objectives were satisfied and/or surpassed

education

**Elmhurst College** Elmhurst, IL Graduation: Spring 2016

*Bachelors of Business Administration*  GPA: 3.4

**Triton College** River Grove, IL Graduation: May 2014

*Associates of Liberal Arts*  GPA: 3.2

**Union Certifications** Equipment Operations Certified  
*Laborer’s Training Center* June 2016

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June 2nd, 2016

**Company:** LaSalle Solutions  **Primary Location:** Rosemont, IL

**Work Locations:** Rosemont, IL

**Job Posting:** June 2nd, 2016   
  
To Whom This May Concern,

I am writing to express my desire to work at LaSalle Solutions. I am a recent graduate with a major in business from Elmhurst College along with having years of professional work experience. I possess an intangible skill set and the educational background to bring immediate success to your organization.

Currently I work as a Union Laborer and have a background in management as well as customer service. While these paths are much different from each other, they do offer many universal skills; leadership, innovation, problem solving, time management, work ethic, intrinsic motivation, and the ability to push through adversity. I am a team focused player, with leadership qualities that find me well in a diverse range of industries. Adding to my overall abilities to be effective in a professional environment and exceed what is expected.

Attached to my application is a copy of my resume to gain a detail summary of my experience. I look forward to hopefully setting up an interview and learning more about LaSalle Solutions.

Thank you for your time and consideration.

Sincerely,  
Carmen Contreras