

Kevin Hanson

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Work Experience

On-site Office Manager, Americana Condominiums

Denver, Colorado — 03/2017-10/2017

Responsible for maintenance on an 81 unit building as well as organizing vendors and contractors, and special improvement projects.

- Perform building cleaning, grounds maintenance, building walkthroughs, building move-in and move-out, and main water valve shut-off for repair and emergencies
- Work with off-site management to complete various tasks such as power washing, gardening, and painting
- Update the lighting in the building to LEDs for energy conservation.
- Assist owners and tenants with lockouts, packages, fob creation, and key requests.

Carrier, Indiana Daily Student

Bloomington, Indiana — 05/2009-01/2011

Responsible for early morning weekday delivery of newspapers to various campus buildings and local area businesses.

- Train new carriers on routes of 7 to 21 miles with 20+ locations.
- Only carrier to deliver five of the six available routes.
- Perfect record for on-time delivery on my routes, and when necessary, I covered routes for unavailable co-workers in addition to my own

Manager, Dairy Queen

Columbus, Indiana — 1/2008 - 05/2009

Performed managerial duties for teams of 10 to 14 people per shift at the highest revenue Dairy Queen in the state of Indiana. Promoted from associate to manager when positions became available.

- Oversee supply truck delivery and inventory for one of two weekly trucks providing all perishable and non-perishable supplies to the store.
- Responsible for shift changeover cash drawer preparation and accounting for any cash drawer inconsistencies.
- Prepare store for opening by preparing food and equipment, stocking stations, and cleaning.
- Coordinate employees work positions for shifts.
- Address customer concerns and complaints around order issues and remediation.
- Train new employees to operate cash registers, friers, grills, ice cream machines, food preparation, and cleaning of all associated machinery.

Associate, Pace Tool and Engineering

Columbus, Indiana — 02/2006 - 07/2007

Responsible for tool and die manufacturing and office duties.

- Manufacture of custom die sets and prototype parts
- Transport of custom manufactured equipment to customer sites
- Operate micrometers, grinding wheels, belt sanders, mills, drill presses, lathes, and forklifts.

Volunteer Experience

Americana Condominiums

Denver, Colorado — 10/2017 - Present

Assist the Board to make the building more of a community.

- Organize a community potluck for Thanksgiving
- Half of the landscape committee who budgeted, researched, planned, and planted the landscaping for the building.
- Snow shoveling of the front sidewalk and parking deck

Education

Columbus North High School

Graduated — 2001 - 2005

