

KRISTOPHER HARTWICK

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3144781344

Self-motivated, Driven, Dynamic professional Proven in performance. Solid fundamentals, managing projects from concept to completion, designing strategies, and coaching individuals to success. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and transformational leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goals.

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Installer

Bath Fitter - Maryland Heights, MO
December 2019 to Present

Shipping and Receiving

Menards - Farmington, MO
May 2019 to December 2019

Various things including, stocking items, customer service, helping customers load lumber; unloading trucks, data entry.

Custom Glass Fabrication

Stemmerich Inc - St. Louis, MO
January 2018 to June 2019

Cutting, bundling, fabricating glass tubing. Dealing with different mathematics daily. Experience with saws, torches & other industrial cutting equipment and tools.

Assistant Operations Manager

AAA Check Advance - Farmington, MO
2017 to 2019

Oversee all transactions, payroll, accounts payable, customer & co-worker financial payments. Scheduled meetings, help with meeting projected quarterly sales and enter on computer using data entry. (MS office, Excel) Can type at 40-50wpm, with 10 years of general computer knowledge. Perform maintenance on computer systems, Head of all office inventory , book keep and supply ordering. Engage with customers and build solid foundation of trust with proper communication and loyalty to last a lifetime.

Forklift Operator/Material Handler

Dow Chemical Employees' Credit Union - Pevely, MO
February 2016 to October 2018

Operating forklift, handled shipping and receiving. Regularly interacting with other companies, computers and materials. Had multiple responsibilities and duties daily. Left because I found a higher paying employer.

Machine Repair Technician

Primal Glass - Park Hills, MO
November 2017 to August 2018

repaired the machines that made the glass bottles, changed out the molds. Basic tool knowledge, soldering, troubleshooting, and problem solving.

Manager of Operations

Hubs pub LLC - Bonne Terre, MO
March 2012 to March 2016

Overseeing the cooking, help promoting on social media, managed the truck ordering and receiving, inventory, accounting, scheduling, opening and closing, problem solving and communicating with the staff and customers.



EDUCATION

H.S. Diploma with 2year technical certificate in Electronics and Robotics Technology in Electronics Technology

Unitec Career Center - Bonne Terre, MO
May 2010 to May 2012

Electronics in Robotics

Unitec Career Center - Bonne Terre, MO

Fabrication

St. Louis, MO



SKILLS

- Forklift Driver
- Warehouse Associate
- Forklift
- Pallet Jack
- Shipping Receiving
- Reach
- Warehouse
- Inventory Control
- shipping
- Microsoft Word
- Forklift Operator
- Excel
- Cherry Picker
- Shipping And Receiving

- RF scanner
- Electrical
- Hand Tools
- Maintenance
- Plumbing
- Project Management
- Troubleshooting
- HVAC
- MS Office
- Construction (1 year)
- Microsoft Office (6 years)
- Microsoft Word (4 years)
- Microsoft Powerpoint (2 years)
- Administrative Assistant
- Accounts Payable
- Billing
- Microsoft Excel
- Payroll
- Receptionist
- Word
- Outlook
- Data Entry
- accounting
- Marketing
- Sales
- Scheduling
- Filing
- Quickbooks
- Sales Experience (2 years)
- Property Management (1 year)
- Money Management (3 years)



AWARDS

President of A+ Program

February 2012

President of the A+ program in high school for maintaining a 3.45 GPA Average or higher while participating in multiple programs and attending tech school.



CERTIFICATIONS AND LICENSES

Electronics and robotics technology

May 2012 to Present

learned basic electronics operations, soldering , wiring low-voltage applications, troubleshooting and repairing phones, TVs, gaming systems and computers. Built the 1 year Robot of a on going successful program. SkillsUsa'

Certified Forklift Operator

Class E Chauffeur License

July 2019 to July 2026



ADDITIONAL INFORMATION

Have certification upon request. OSHA appointed.

Text