

# Adam Salerno



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Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Assistant Operations Manager**

2M Maintenance - Saint Charles, IL

2006 to Present

- Work every summer while in school and now I am a full time employee year round
- Supervise over 40 employees on shift daily
- Coaching and growth of assistant managers
- Came up with action plans to improve daily sales
- Interviewing and hiring of all employees for company
- Handle any issues that may arise with customers and clients
- Provide constructive coaching for all employees
- Responsible for all daily operations
- Follow procedures to maintain the safest workplace environment
- Work with over 1,000 customers/clients weekly
- Resolve various unexpected problems that may arise
- Work unsupervised at various locations
- Came up with game plans for unexpected weather related issues
- Work on Trailer Repairs
- Brakes and Oil changes on trucks
- Order products and balance profit sheets
- Drive Fork lift but need license
- Have used paint guns
- Experience with grinders and rivet guns
- Mig welder, steel and aluminum
- Plasma cutting
- Maintenance and repairs on equipment for sister company

### **Assistant Manager**

Windy City Amusements - Saint Charles, IL

2006 to Present

- Basic office work
- Supervised over concessions, ticket sales, and overall operation
- Answered any worker complaints or problems as well as customers
- Coordinated all shifts and truck driving situations
- Managed a team of 40 employees
- Handle all maintenance and repairs

- Handled all drug tests and background checks
- Settled up weekly numbers with committees

### **Commercial Sales Associate**

Lowes Home Improvement - Saint Charles, IL  
June 2013 to July 2013

- Helped customers find purchases in the store
- Submitted customer home repair projects into computer system
- Called customers to submit quotes on projects they were interested in • Filed paperwork and contracts
- Called manufacturers/vendors and determined costs for the store on merchandise that was need for store use as well as customer projects

### **Customer Service and Returns Associate**

Lowes Home Improvement - Glen Carbon, IL  
January 2013 to May 2013

- Ran Registers and Stocked Shelves
- Helped Customers load merchandise into vehicles
- Returned all carts from the parking lot to the store
- Took care of customer returns and Credit card activations
- Grabbed internet and special orders off of shelves for customers

### **Customer Service and Returns Associate**

Lowes Home Improvement - Glen Carbon, IL  
September 2010 to April 2011

- Ran Registers and Stocked Shelves
- Helped Customers load merchandise into vehicles
- Returned all carts from the parking lot to the store
- Took care of customer returns and Credit card activations
- Grabbed internet and special orders off of shelves for customers

### **Porter/Snack bar & Birthday Party Host/ Cashier**

St.Charles Bowling Alley - Saint Charles, IL  
November 2005 to December 2007

- Cleaned up bowling lanes and returned balls to racks
- Organize birthday parties and ran the snack bar area
- Ran cash register and dealt with customer issues

## **Education**

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Southern Illinois University - Edwardsville, IL  
2007 to 2013

### **High School Diploma**

Kaneland High School - Maple Park, IL  
2003 to 2007

## Skills

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- Food management and sanitation license (10+ years)
- Plasma Cutting
- Oil Change
- Fabrication
- Welding
- Mechanic Experience
- Blueprint Reading
- Management