

CHESTER COTTRILL

165 apple st, franklin, PA 16323

Ph: 8146701040

clc.cc59@gmail.com

Professional Summary

Skills

- Computers and Electronics
- Critical Thinking
- Active Learning
- Administration and Management
- Judgment and Decision Making
- Learning Strategies

Experience

Ass Manager

Jul 2017— Current

Kwik Fill — Meadville, PA

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Complete forms in accordance with company procedures.
- Order and dispense supplies.

cap 2 ass

Jun 2015— Jun 2017

Walmart Supercenter — Meadville, PA

- Transport packages to customers' vehicles.
- Stamp, attach, or change price tags on merchandise, referring to price list.
- Clean display cases, shelves, and aisles.
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Answer customers' questions about merchandise and advise customers on merchandise selection.

linemen

May 2007— Aug 2014

Quality Contracting — Westover, WV

- Collaborate with other workers in order to locate and correct malfunctions.
- Test connections to ensure that power supplies are adequate and that communications links function.
- Climb poles and ladders, use truck-mounted booms, and enter areas such as manholes

and cable vaults, in order to install, maintain, or inspect equipment.

- Run wires between components and to outside cable systems, connecting them to wires from telephone poles or underground cable accesses.
- Route and connect cables and lines to switches, switchboard equipment, and distributing frames, using wire-wrap guns or soldering irons to connect wires to terminals.
- Clean and maintain tools, test equipment, and motor vehicles.

Education

High School Diploma

Jun 2000

westforest high school — Tionesta, PA

- GPA [number].