



# Robert A. Zabala

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## ○PROFILE SUMMARY○

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An able, enthusiastic, skilled, and reliable professional seeking a position that reflects my experience, skills, and personal attributes including dedication, meeting goals, creativity, and the ability to follow through.

## ○KEY FEATURES○

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- ▶ **Judgment/decision-making** - able to make sound decisions based on information gathered and analyzed. Consider all pertinent facts and alternatives before deciding on the most appropriate action
- ▶ **Teamwork /interpersonal** - able to interact with people effectively. Able and willing to share and receive information. Cooperate within the group and across groups. Support group decisions
- ▶ **Work Ethic/motivation** - Energy and enthusiasm in approaching the job. Commitment to putting in additional effort
- ▶ **Reliability** - take personal responsibility for job performance. Complete work in a timely and consistent manner. Keep commitments

## ○CAREER HIGHLIGHTS○

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### **Yard Assistant – U.S. Government – Leavenworth, KS**

- ▶ Help with the issuing and collecting of recreation supplies
- ▶ Sanitize outdoor recreation facilities and areas
- ▶ Admit customers to recreation events
- ▶ Serve food in eating area; clean and wash kitchen and utensils
- ▶ Assist employees in the conducting of recreation activities
- ▶ Refer questions from community to designated body

### **Library Clerk – U.S. Government – Leavenworth, KS**

- ▶ Assisted library patrons with check-out and return of materials
- ▶ Assisted patrons with directional questions with basic use of the library and photocopiers
- ▶ Provided Library Director with information on the operation of the office
- ▶ Provided assistance with inventory of the library collection using the online library system
- ▶ Maintained and adhered to college policies and procedures

### **Apprentice Carpenter – Emerald Builders General Contracting – La Puente, CA**

- ▶ Assisted with installs and repairs structures and fixtures, conforming to local building and residential codes
- ▶ Helped in trim carpentry
- ▶ Constructed and assisted in designing furniture
- ▶ Maintained materials and equipment in the warehouse
- ▶ Marked cutting and assembly lines on materials
- ▶ Shaped materials ensuring adherence to specified measurements

## ○EDUCATION○

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**State of Maine Department of Education – Springfield, MA**

**Available for all shifts and extended evening/weekend hours**