

Kannie Belton

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7098663

Summary of Skills

- 35+ years of masonry experience.
- Effective communicator, reliable and punctual.
- Team-player, hardworking and eager to learn.
- Able to complete tasks with minimal supervision.

Functional Area of Expertise

Masonry/General Labor

- Advanced skill mixing mortar, plaster, and grout, manually or using machines, according to standard formulas.
- Read blueprints to plan and complete each job.
- Performed duties such as repairing, patchwork, laying block, brick, stone and pile. Laid bricks accordidng to demands of the structure.
- Responsible for applying the proper mortar to construction and installing metal hardware.
- Worked in teams to complete construction projects on-time and on-budget.
- Cleaned and prepared construction sites to eliminate possible hazards.
- Controlled traffic passing near, in, and around work zones.
- Performed a wide array of heavy labor, including ditch digging, and laying block foundations.
- Loaded, unloaded, or identified building materials, machinery and tools to the appropriate locations.
- Provided assistance in the preparation, installation, repair, and rebuilding of brick and stone surfaces.
- Erected and dismantled scaffolding , shoring, braces, traffic barricades, ramps and other temporary structures.

Employment History

Garbage Collector

2016 – 2018

The City of Atlanta Sanitation, Atlanta, GA

Mason

2010 – 2015

Alcon Construction, Atlanta, GA

Chauffeur

2005 – 2009

Darcy Limo, Atlanta, GA

Education and Professional Development

Chrysalis Job Preparation Courses

2019

Chrysalis, Los Angeles, CA

Mason Certification

Macon County Technical College, Montgomery, AL

COMMUNICATION SKILLS QUIZ

For each statement, place an "X" in the column that best describes you. Please answer questions as you actually are (rather than how you think you should be), and don't worry if some questions seem to score in the 'wrong' direction! When you are finished, use the answer key to score your answers and total at the bottom.

Statements To Answer	Not At All	Rarely	Sometimes	Often	Very Often	Score:
1. I try to anticipate and predict possible causes of confusion, and I deal with them up front.					X	1
2. When I write a memo, email, or other document, I give all of the background information and detail I can to make sure that my message is understood.					X	1
3. If I don't understand something, I tend to keep this to myself and figure it out later.			X			1
4. I'm surprised to find that people haven't understood what I've said.			X			1
5. I can tend to say what I think, without worrying about how the other person perceives it. I assume that we'll be able to work it out later.	X					1
6. When people talk to me, I try to see their perspectives.					X	1
7. I use email to communicate complex issues with people. It's quick and efficient.	X					1
8. When I finish writing a report, memo, or email, I scan it quickly for typos and so forth, and then send it off right away.					X	1
9. When talking to people, I pay attention to their body language.					X	1
10. I use diagrams and charts to help express my ideas.	X					1
11. Before I communicate, I think about what the person needs to know, and how best to convey it.					X	1
12. When someone's talking to me, I think about what I'm going to say next to make sure I get my point across correctly.					X	1
13. Before I send a message, I think about the best way to communicate it (in person, over the phone, in a newsletter, via memo, and so on).					X	1
14. I try to help people understand the underlying concepts behind the point I am discussing. This reduces misconceptions and increases understanding.					X	1
15. I consider cultural barriers when planning my communications.					X	1