

NATHANIEL T. MAKLEY

contact: bhiggins@qbitti.com

OBJECTIVE:

To obtain a position that will utilize my present skills and promote advancement

EDUCATION:

QBI, The Training Institute, Long Island City, NY

7/16, *Electrician's Helper Certificate*, 630 hours completed

- *Technical skills:* Knowledge of NEC Codes & OHMS Law; Blueprint & Schematic Reading; Safety & Grounding procedures; Installation of circuit breakers; Circuits & Special Purpose Outlet; Commercial Branch & Special Outlet; Residential & Commercial Wiring; Conduit Bending; Basic Electronics; AC/DC Semiconductor/Digital

6/07 Laurens Central School, Laurens, NY – Regents Diploma

WORK HISTORY:

3/10-11/14, Brooks House of BBQ, Oneonta, NY

Crew Boss

Performed all aspects of off site catering BBQ jobs: Drove to destinations, managed crew & time to assure completion on schedule, cooking, serving, customer service, billing, loading/unloading of all supplies from start to finish.

9/08-12/09, Springbrook, Milford, NY

Residence Counselor

Overnights: performed all duties of personal care and meal preparation for residents, laundry, dishes, cleaning bed checks and transporting to school, appointments, etc.

6/07-9/08, Foti's Bakery, Oneonta, NY

Bread Maker

Performed duties of making dough, cutting for different rolls, running through machine & board dough, organizing racks and general cleaning.

7/05-6/07, Arby's, Oneonta, NY

Cashier and Sandwich Maker

Customer service, assembled sandwiches, completed orders in a timely fashion, cleaned and sanitized shake machine, slicer, general work area and dining area.

VOLUNTEER:

Serendipity, Brooklyn, NY

Residential Rehabilitation Program: general maintenance, cleaning, mopping and clerical duties.

LICENSES/ SKILLS:

Valid NY State Driver's License

10 Hour OSHA Card

Basic Word, Excel