

Chad Neiss Jr.

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SUMMARY

Adaptable and hard-working individual with a determination to excel at whatever the task is at hand. One semester away from completing Bachelor of Arts in Communication and Sciences at Penn State University. Dependable and organized individual who works well with others. Skilled at building relationships with co-workers and clients. Ability to learn quickly. Overall driven individual with a passion to succeed.

SKILLS

- Computer skills
- Strong work ethic
- Critical thinker
- Team-oriented
- Attentive
- Fast learner
- Adaptable
- Leadership skills
- Self-motivated
- Interpersonal communication skills
- Great writing skills
- Speechwriting
- Basic sales knowledge
- Organization
- Proficiency in Spanish language
- Loading and unloading
- Equipment maintenance (basic)
- Advertising strategies

EXPERIENCE

Stacker, Performance Group/Sauder's Eggs
Lancaster, PA

December 2018-March 2019

- Stacked incoming packages on skids for departure
- Checked packages for correct locations
- Made sure materials were moving properly on the belt
- Maintained a clean and clear work area for fork-lift operators
- Basic fork-lift operation

Dishwasher Line Cook, Reflections
Lancaster, PA

May 2018-October 2018

- Scraped and rinsed food from dirty dishes and placed items in dishwashing machine.
- Maintained and repaired dishwashing machine to keep dishes clean and kitchen running smoothly
- Restocked main kitchen areas with items from shelves, coolers and freezers to help food preparation staff stay focused on customer orders
- Maintained clean and well-organized kitchen areas to promote efficiency.

Cold Caller, Lion-Line Tele-fund
State College, PA

December 2016-February 2017

- Made Calls to Penn State alumni asking for donations to specific organizations including THON, SMEAL College of Business, Dickinson Law, and Penn State Branch Campuses
- Made appointments with interested customers according to schedule availability.
- Developed new leads each day
- Monitored databases to keep track of all company inventory
- Set up new accounts and listed personal, demographic and payment information in the system
- Developed relationships with potential donors for future donations
- Achieved sales targets on time

Construction Cleaner, Mid-Atlantic Clean Spec
Lancaster, PA

June 2013-September 2016

- Worked summers during break from College
- Performed deep cleaning duties such as floor buffing, carpet cleaning, duct cleaning, mopping, shop-vacuuming
- Detailed window cleaning
- Safely operating cleaning equipment
- Wiped down various surface, using approved cleaning products
- Handled, mixed and stored chemical cleaners in compliance with safety requirements and standard operating procedures

Assistant Carpenter, Home One Home Improvements
Lititz, PA

June 2011-August 2012

- Worked summers during High School
- Installed building structures such as windows, trim and doors
- Cleaned gutters
- Basic use of construction equipment
- Assembled furniture, cabinets, shelves
- Assisted Head Carpenter by setting up work areas, bringing necessary tools, cleaning up after completion of a job

EDUCATION

Bachelor of Arts Communication
Pennsylvania State University, University Park, PA
GPA:3.2

Expected in Fall, 2020

- Major in Communication
- Attended Penn State Berks Campus for first two years then transferred to Main Campus
- Participated in the Communication Club while at State College, PA
- Awarded Most Persuasive Speaker in Public Speaking course

- Member of the Penn State Berks Ice Hockey team
- Member of Penn State Berks Lacrosse team

High School Diploma

Manheim Township High School, Lancaster, PA

May 2013

- Member of Walk in Love Club
- Member in Creative Writing Club
- Honor Roll Sophomore year
- Varsity and Club Lacrosse
- Varsity and Club Ice Hockey

LEADERSHIP AND VOLUNTEER EXPERIENCE

- Member of an outdoor leadership class at Penn State, navigating and spending a weekend in the Nittany mountains with minimal resources. Regular essays were assigned depicting different types of leaders in the work force. Included evaluation of real-world leaders and their tactics of leadership
- Team Captain and Assistant Captain of a variety of travel ice hockey teams with the Lancaster Firebird program as well as the Scholastic varsity team with Manheim Township High School
- Volunteer work at the Lancaster Ice Rink, maintaining the property and promoting the sport to newcomers of ice hockey
- Volunteer with Penn State Berks Ice Hockey team cleaning the streets of Reading, PA

HOBBIES

- Sports
- Writing/reading
- Outdoor activities such as fishing, hiking, kayaking
- Volunteer work
- Club Memberships
- Traveling

REFERENCES

Tom Brubaker: Former employer and vice president of Home One Improvements in Lancaster, PA

[..\Documents\Ref\(1\)Brubaker.docx](..\Documents\Ref(1)Brubaker.docx)

Nick Trump: Former travel ice hockey coach

[..\Documents\Ref\(2\)Trump.docx](..\Documents\Ref(2)Trump.docx)