

Glen Cox

695 Green Acres Road Smyrna, GA 30080

Home 770-438-2650 Cell 770-826-6974 wendyandglen@yahoo.com

OBJECTIVE

Seeking a challenging and responsible position in heavy equipment operation that will effectively utilize my training certification, experience, and interactive personal skills, while affording the opportunity for career growth.

EDUCATION

October 2006 – December 2006 Georgia School of Construction Conyers, GA
Heavy Equipment Operator & Earth Moving

Nationally Certified by NCCER in Heavy Equipment Operations and Earth Moving.
Some courses completed: grading, surveying & soils (including laser leveling), safety procedures, equipment maintenance, utilization of blue prints and rigging.
Certificates earned: CPR Basic First aid

Backhoe, Wheel Loader, Dump Truck, Skid Steer, Tractor, Bulldozer, Scraper, Hydraulic Excavator, Motor Grader, Telescoping Excavator, Water Wagon & Grades

Sept 1988 -- Sept 1990 Chattahoochee Technical Institute Marietta, GA

Industrial Electrical Technology
Associates Degree

August 1988 Campbell High School Smyrna, GA

High School Diploma

EXPERIENCE

October 1988 – December 1998 Chick-fil-A Atlanta, GA
Day Manager

Responsibilities:

- Oversee the morning shift to ensure the store is open by 6:30am
- Make sure all areas are adequately staffed throughout the day to meet the customers needs
- Managed the money on a daily basis by counting down the registers and submitting daily deposits
- Counted inventory on a weekly basis and placed orders as needed. Also unloaded trucks and verified that the items were received

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January 1999 – September 2006
Supervisor/Workflow Coordinator

Hartford Omni Insurance Atlanta, GA

Responsibilities:

- Oversee the scheduling needs of the call center staff
- Monitor the call volumes on a daily basis to ensure the call center is adequately staffed
- Complete weekly and monthly call center reports for call center management and senior leadership
- Monitor incoming mail/faxes to ensure the items are being processed within the commitment times

REFERENCE

Available upon request