

JACKSON KALMAR

Phone: (224)-279-4463/ Email: Jackmoe0007@icloud.com

Skill summary

- Teamwork
- Documentation
- Organization
- Inventory control
- Human Relations
- Self-starter
- Leadership
- EPA and OSHA hazardous waste operations and emergency response certified. This certification consists of 40 hours of initial training and 8 hours of annual training.
- Vehicular sanitation to improve automotive aesthetics while providing a safe driving experience by optimizing visual perception for motor operation.

Work Experience

- Elk Grove Village Food Pantry, stocking shelves and organizing food.
- Maintain a safe, confidential space for food pantry clientele.
- Led a team of researchers with the Spring Valley Nature Center in Schaumburg and the University of Minnesota, who helped replenish the endangered species of Monarch butterflies in the Midwest.

Education

Graduated class of 2020 James B. Conant high school

Currently studying communications at Harper College

Employment

R3 Environmental Management/ field operations tech

I work on-location at client sites focusing on organization, inventory control, teamwork, and documentation. Currently, I specialize in the collection of hazardous waste and packaging it to Department of Transportation regulations for safe transfer and disposal at certified facilities.

Cover letter

Jackson Kalmar
1286 Diane Lane
Elk Grove Village, Illinois 60007

March 27, 2022

Dr. Andrew Anastasia
William Rainey Harper College
Palatine, Illinois 60067

Dear Dr. Anastasia,

Please consider me as an applicant for the student engagement/student aide position. It caught my attention because I'm currently studying communications and I love interacting with people. Whether it's in-person, over the telephone or email, I am always attentive and focus on providing the best experience for customers.

I have held a few leadership and communication-based positions at a local food pantry, nature center and an environmental remediation company. I always arrive to work 15-30 minutes early, so I'm ready to go at start time. I am used to working independently, and I am not afraid to ask others for help when I'm in need of assistance or help others who may need it.

At a young age, I worked my way up to leading a team of volunteer researchers with the Spring Valley Nature Center in Schaumburg and the University of Minnesota, helping to replenish the endangered species of Monarch butterflies in the Midwest. I held that position from the ages of 16 to 18. The experience taught me how to teach others something new in an entertaining and hands-on way. Part of the job involved engaging with the public, whom I would occasionally give speeches or presentations to, as well as fellow researchers on my team who were new to the data collection and field work that we

were doing. Unfortunately, the pandemic put our work on hold. In the meantime, I have been volunteering my time and talents at the Elk Grove Village Food Pantry.

Every week, I volunteer at the food pantry stocking shelves, assisting clientele at check-out and loading their cars with groceries—all while maintaining a sense of confidentiality and respectfulness.

In my free time, I work as a field-tech, on-location at client sites for an environmental company. I focus on organization, inventory control, teamwork, and documentation. I currently specialize in the collection of hazardous waste and packaging it to Department of Transportation regulations for safe transfer and disposal at a certified facility. The job is customer service oriented: I answer client questions, address concerns, and try my best to give them an excellent experience.

To discuss how I may assist you with your customer service needs, please feel free to contact me via phone 224-279-4463 or email me at jackmoe0007@icloud.com.

I look forward to hearing from you soon.

Sincerely,

Jackson Kalmar