

# Brian D. Hile

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1440 4<sup>th</sup> St SE, Apartment 315, Forest Lake, MN 55025 | 612-285-3461 | bdh200@midco.net

## Objective

Experienced worker with leadership experience looking to transition into a clerical work from home position.

## Education

**HIGH SCHOOL DIPLOMA | 06/1989 | ARMSTRONG HIGH SCHOOL**

**COMPUTER SKILLS CERTIFICATION | 2018 | NORTHSTAR**

## Experience

### **MANAGER | PIZZA HUT | 12/2016-05/2017**

- Scheduled employees and delegated responsibilities
- Provided customer service and handled complaints
- Accounted for store budget and controlled costs
- Provided logistical support for all areas of the store including budgeting and reordering supplies

### **DELIVERY DRIVER | PIZZA HUT | 11/2011-12/2016**

- Prepared pizzas and delivered with prompt and courteous service

### **DELIVERY DRIVER | PIZZA LUCE | 7/2010-10/2011**

- Delivered pizzas with excellent customer service

### **DELIVERY DRIVER | DOMINOS | 5/2005-12/2009**

- Made and delivered pizzas
- Maintained a clean and well stocked food station

### **MANAGER/DELIVERY DRIVER | PAPA JOHNS | 5/1996-3/2005**

- Managed a group of 10-12 employees
- Interacted with customers and handled complaints
- Assisted in marketing strategy and provided creative solutions
- Worked as a manager between the years of 2001-2004

## Skills

- Microsoft Suite, data entry, basic website development, basic hardware repairs, typing skills at 50 + wpm, basic accounting

Certified in ServSafe 2016-2021