Robin Blakey

🖂 P.O. Box 155, Jefferson, Wisconsin 53549

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**Summary**

* Expert at written and oral communications
* Proven history of successful management, employee training and operations
* Experienced customer service, people skills and social networking skills.

**Qualifications**

* Excellent interpersonal communications skills
* Strong ability to learn new disciplines
* Comfortable working in a wide variety of environments with a wide variety of people
* Proficient in QuickBooks, PowerPoint, Excel, Word, AutoCad, Internet and Social Networking
* OSHA 30-Hour Certified
* Notary Public

**Experience**

*Midwest Electric, Johnson Creek, WI*

**Business Operations Manager, March 2010 – Present**

* Responsible for accounts payable and receivable.
* Create and maintain website and social networking accounts.
* Maintain accuracy of accounts in QuickBooks to determine job costs, labor, material, expenses, interest, etc.
* Create and maintain various spreadsheets to track overhead, inventory, gas usage, vehicle maintenance, etc.
* Responsible for creating and updating employee handbook and safety training.
* Act as a liaison with vendors, customers and ordering.
* Draft electrical blueprints and photometric calculations.
* Responsible for estimating jobs.

*Renew Energy, Jefferson, WI*

**Environmental, Health and Safety Manager, February 2008 – March 2010**

* Ordered all safety inventory and maintained vendor relationships
* Created PowerPoint safety presentations and manuals for all employees.
* Responsible for all required safety training of all employees
* Identified and developed safety policies, manuals and Standard Operating Procedures
* Worked closely with operation personnel in safety needs and environmental requirements
* Maintained environmental records for permit compliance

*Capns Corner Bar and Restaurant, Jefferson, WI*

**Day Manager & Catering Coordinator, December 2000 – February 2008**

* Responsible for scheduling and training new employees
* Maintained catering records in QuickBooks
* Responsible for catering accounts receivable and accounts payable.
* Maintained inventory and ordering
* Variety of other duties including prep work, cooking, bartending and catering

**Education**

B.S. Business Management, June 2011 University of Phoenix

University of Wisconsin-Whitewater

**Other Skills**

* Volunteer Fundraising – Give Someone A Chance Foundation – 2012-2013
* Volunteer Information Coordinator – Tomorrow’s Hope WalkFest – 2000 - 2013
* Volunteer Jefferson County Dairy Breakfast Committee – Secretary, 2005 and 2007.

**Employment References:**

Todd Foerster – *Renew Energy* 920-723-3272

Tobin Johnson – *Renew Energy* 920-988-1481

Mike Dunham – *Capn’s Corner* 920-723-2456

**Personal References:**

Julia Hanson 920-390-9048

Barb Ames 920-285-0062

Pi Vesper 920-723-4595