

## **Nathan C. Drake**

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### **Objective**

To utilize my personal skills for the purpose of benefiting business objectives for my employer. Enjoy working with people, by both learning from them and teaching them. A committed worker to both quantity and quality of work and will pursue the success of the business through excellence.

### **Experience**

Accessibility Survey Team Supervisor – Blue Water Center for Independent Living, Port Huron, MI: June-August, 2009

Duties: Provided data for BWCIL on sidewalks and curb cuts, including slopes, ramps, lengths, and lips. Supervised a team of eight workers and planned and reviewed weekly work.

Achievements: Successfully completed surveying the cities of Port Huron, St. Clair, Marysville, Marine City, Algonac, Yale, and Emmett during an eight week period.

Tutor – Saint Clair County Community College, Port Huron, MI: 2008-2009

Duties: Provided assistance to college students in the areas of computers, math, English, Spanish, History, and Psychology. Also provided research and typed up papers for my immediate supervisor.

Achievements: Was able to assist challenged, but committed students to succeed in difficult classes.

Assistant Contractor – Drake Building Company, LLC, Fort Gratiot, MI: 2006-Present

Duties: Assisted with construction projects that include building additions, replacing windows, hanging drywall, dealing with electrical wiring, roofing, insulation, painting, redoing bathrooms and other building projects.

Achievements: Successfully completed contracts by estimating the total cost of materials and hours needed for the project.

Assistant Caretaker – Newton's Home Service, Fort Gratiot, MI: 2007-2008

Duties: Assisted a disabled elderly man by providing service for gardening, eating, cleaning, cooking, and entertaining.

Achievements: Received a pay raise for work excellence and dependability.

Lawn Services – Self-employed, Fort Gratiot, MI: 2006-2008

Duties: Provided lawn care and maintenance to several lawns.

Achievements: Quickly and efficiently finished each lawn.

### **Additional involvement**

Volunteer several times a month by leading small groups, service projects, and organizing parties through Servants of Christ Church, Member of Toastmasters International, Presidential Honor's List—Saint Clair County Community College.

### **Workplace Skills**

- Maintain high standards and quality work
- A good listener and effective communicator
- Able to set deadlines and complete on time
- Thorough in completing work duties
- Patient and careful trainer

### **Education**

Sophomore – Spring Arbor University, Spring Arbor, MI

Freshman year – Saint Clair County Community College, Port Huron, MI

Elementary School-High school– Home schooled, Fort Gratiot, MI