

## **Alec J. Ketterer**

### **EXPERIENCE**

#### **Menards**

##### **Receiving and Morning Stocker, April 2024 to September 2024**

- Operated electric forklift to move, charge, and park pallets; received \$16/hr + \$1/hr for forklift pay.
- Sorted and organized pallets for the sales floor in the Receiving area.
- Stocked large pallets that contained toilet paper, laundry detergent, and portable AC units.
- Worked in the mezzanine to manage heavy stock (washers, dryers, couches, grills).
- Coordinated with using walkie talkies with coworkers in Receiving to improve workflow.
- Performed cardboard runs and retrieved cardboard bins for recycling.
- Stocked shelves as a morning stocker at 5AM before customers would be allowed in the store.
- Handled items such as plumbing parts, shower utilities, metal ducts, and carpet.
- Managed custom customer orders by logging them into the Menards system (V5).
- Organized customer packages for Online Pickup and Delivery (OPD) on racks for pickup.
- Used written and digital methods to track and input customer orders for OPD.
- Deployed U-boats and pallets for day and morning stockers to prepare the sales floor.

Supervisor: Available upon request. Salary \$16-17 per hour, Hours per week: 35-20.

#### **Mathnasium**

##### **Mathematics Tutor, February 2023 to January 2024**

- Tutored basic math through pre-calculus to students from second grade to high school.
- Helped students solve math problems with step-by-step solutions, tips, and real-world applications.
- Used Mathnasium worksheets to help break down complex problems and simplify explanations.
- Cleaned tables, spills, windows, dusted the workplace, vacuumed floors, and cleaned bathrooms.

Supervisor: Available upon request. Salary \$14.00 per hour, Hours per week: 6-14.

#### **Southwestern Illinois College (SWIC)**

##### **Mathematics Tutor, August 2021 to July 2022**

- Tutored Intermediate Algebra, College Algebra, Trigonometry, Calculus and Differential Equations.
- Provided mnemonic memory solutions to help students better remember formulas and constants.
- Attended students' questions and concerns regarding subject matter, campus policies and logistics.
- SWIC Success Center front desk. First student point of contact, sanitized computers, and equipment
- College Reading and Learning Association (CRLA) certified from July 2021 until July 2024.

Supervisor: Available upon request. Salary \$12.00 per hour, Hours per week: 8-16.

#### **Don's IGA**

##### **Sales Associate April 2021 to August 2021, Summer 2023**

- Stocks, faces, and coordinates merchandise from pallets, assist bins and overstock locations.
- Assists in store closing, operates cash register, cleans shelving units using cleaning solutions.
- Answers customer questions about IGA products and services, assists in customer purchases.
- Checks inventories, receives store items, removes expired items, and rotated dairy cooler items.
- Empties garbage from the store, sweeps and mops floors, cleans up spills and sanitizes bathrooms.

Supervisor: Available upon request. Salary \$11.00 per hour, Hours per week: 10-12.

**Dollar General****Sales Associate, July 2019 to April 2021**

- Stocks, faces, and coordinates merchandise using rolltainer, roll-carts and overstock locations.
- Assists in store opening and closing, operates cash register, counts tills, and change funds.
- Answers customer questions about DG products and services, assists in customer purchases.
- Checks in vendors, inventories, receives store items and make labels using Handheld price tool.
- Removes garbage from the store, sweeps and mops floors, cleans up spills and sanitizes bathrooms.

Supervisor: Available upon request. Salary \$11.00 per hour, Hours per week: 16-30.

**Private Residence****Groundskeeper, April 2014 to August 2023.**

- Maintains lawn appearance by mowing grass, edging walkways, and clearing brush.
- Trims hedges and prunes trees and bushes removing and disposing of debris.
- Rakes leaves and pine needles. Prepares and fills lawn and leaf bags for disposal.

Supervisor: Available upon request. Salary \$60.00 per month.

**EDUCATION**

*Southwestern Illinois College June 2022, Associate in Science (Honor Roll for 2022)*

*Lebanon High School May 2019, Diploma (Honor Roll for 2019)*

**AWARDS AND MEMBERSHIPS**

*Inducted into The National Honor Society.*

*Sons of the American Revolution Award.*

*American Legion Award.*

*2019 Scholarship award from the Lebanon Unit School District #9.*

*PHI THETA KAPPA member March 2021.*