

## **Akeli Cheatam**

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Zion, Illinois 60099

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(847) 445-9079

### **OBJECTIVE**

To obtain a position in order to develop skills which provide opportunities for career growth in a team oriented environment. Also, to work within a team collaborative environment in order to demonstrate resourceful and creative abilities to help solve business challenges.

### **EXPERIENCE**

Seeking opportunities to build job related experiences in the workforce.

Dean Investments

Northbrook, Illinois

*November 2019*

- ▶ Construction Apprentice · Fulfilling basic interior painting and demolition.

### **EDUCATION**

Zion-Benton High School Graduate

*June 2018*

- Received High School Diploma.
- Currently, pursuing post-secondary education considering College of Lake County.

### **SKILLS**

- Familiar with Microsoft Word and Excel
- Customer Facing Skills
- Time Management
- Organizational Skills
- Problem-Solving
- Active Listening

### **CERTIFICATES, CERTIFICATIONS and AWARDS**

*Illinois WorkNet*

*State of Illinois*

*November 2020*

- Received State of Illinois Certificate for Career Advancement

*Employee Connections, Inc., NFP*

*Waukegan, Illinois*

*November 2020*

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

## **REFERENCES**

References are available upon request.

