

# **JOHN HELLEMA**

905-391-5499 hellemalandscaping@gmail.com

## **HIGHLIGHT OF QUALIFICATIONS**

- Highly developed managerial and supervisory skills, ability to coach and mentor
- Estimation and purchasing expertise for various clientele types (low to high budget)
- Strict adherence to all worksite health and safety protocol, reporting of incidents
- 12 years' experience operating various pieces of heavy equipment: excavators (2 - 30 ton), front end loaders, telehandlers, forklifts, genie booms and skid steers
- Work well under pressure and ability to effectively problem solve
- Ability to work independently or as part of a team environment

## **WORK EXPERIENCE**

Owner & Operator	<b>HELLEMA LANDSCAPING</b>	2017 – present
Production associate	<b>WILLIAMS CHOCOLATE</b>	10 years seasonally

## **RELEVANT SKILL SET**

- Hire staff and train workers in job duties
- Establish work schedules and procedures and coordinate activities with seasonal staff of up to 5
- Responsible for weekly payroll completion
- Requisition supplies and materials as well as maintaining financial and personnel records
- Plan and estimate the materials and labour requirements for individual contracts
- Purchasing and record keeping of maintenance for all equipment
- Organize the planting and maintenance of gardens, lawns, shrubs and hedges and the construction and installation of patios, walkways and retaining walls
- Use of skid steer and excavator to prep grounds for landscaping
- Subcontracting for well-known local construction company during winter creating school additions and other commercial clientele, performed management duties
- Responsible for maintaining checklists on worksite
- Prepared bids on contracts for landscaping and grounds maintenance work for larger commercial clients through subcontracting
- Received food materials to prepare for production using sanitary techniques
- Maintained a high level of quality control
- Prepared custom orders for customers as well as for the stocking of storefront
- Shift manager of other production personnel

## **EDUCATION AND TRAINING**

Certificates:

Working at Heights

Supervisor in 5 Steps

Workplace Violence and Harassment

OSSD

**DONALD A WILSON**

2011