

# Bill Kubeck

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**OBJECTIVE:** A challenging part-time position with an organization that appreciates highly capable, self-directed, efficient employees seeking to make a positive impact within their organization and community.

## KEY STRENGTHS:

- Outstanding problem solving skills; able to assess and act accordingly using common sense and established protocol
- Remaining calm and diplomatic in stressful situations, people driven
- Excellent communications skills, both spoken and written
- Consistent positive, "Can do" attitude
- Highly proactive about taking on tasks that need to be done
- Office/Admin/Bookkeeping; Computer and Network Setup

## PROFESSIONAL EXPERIENCE:

**Primary Care Provider;** Syracuse, NY

2010- Current

- Scheduling, transportation and direct assistance to elderly parent
- Personal care activities, assistance with home maintenance and upkeep allowing increased independent living
- Communicating with physicians, nurses and healthcare professionals effectively
- Provided exceptional post-surgery care

**BurBak Companies,** Wilton, NH 03086

2004-2008

**Secondary Operator, Secondary Operations (2007-2008)**

**Assistant Lead Person, Secondary Operations (2004-2007)**

- Analyzing and correcting production problems as they arise
- Working with QC to maintain ISO 9001 quality standards in all work done
- Assigning work according to priority lists provided by management

**Adaptec Inc.,** 9 Townsend West, Nashua, NH 03063

2000-2002

**Test Engineer, Automated QA Lab**

- Testing the software and hardware of disk drive controllers in Windows products
- Creating different end user scenarios and documenting results
- Reporting information to developers and brainstorming solutions

**The Big Little Bead Store,** 51 Main Street, Wilton, NH 03086

2002-2005

**Business Manager**

- This was my wife's store and I did anything and everything that it takes to run a small business.