

Noah Mackey
637 8th Ave South
Hopkins, MN 55343
952-999-2161

January 23, 2024

City of Long Lake
2145 Daniels Street
Long Lake, MN 55356

Dear Sean:

I read with interest your posting for the Public Works Maintenance I position on the League of Cities website. I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your organization.

As my resume indicates, I possess the progressive experience in the Public Works field along with a CDL Class B license. My professional history includes positions in the lawn maintenance, vehicle maintenance, plowing, street maintenance, shop cleaning and parts delivery.

I have attached my resume and I look forward to speaking with you further regarding your available position.

Sincerely,

Noah Mackey

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Hopkins, MN 55708 | 952-999-2161 | mackeynoah16@gmail.com

Summary

Hardworking and reliable individual with strong ability to provide exceptional administrative skills as well as proficient mechanical skills and workmanship. Highly organized, proactive, and energetic with a "can-do" attitude.

Skills

- Public Relations Skills
- Teamwork
- Innovation/creativity
- Carpentry
- Mechanical/Handy
- Office Space management/Organization
- Administrative tools
- Heavy Equipment Operator
- Class B License

Experience.

PUBLIC WORKS SEASONAL WORKER | 06/2020 -

Hopkins Public Works - Hopkins, MN

- Recognized by management for providing exceptional customer service.
- Attended departmental meetings, providing feedback to enhance future performance.
- Earned reputation for hard work and great attitude.
- Developed an understanding of the hierarchical chain-of-command style of leadership.
- Assigned after a short time to oversee other seasonal workers and help train them in on certain tasks and equipment as well as assist in keeping morale high and other workers working efficiently.
- Some of the job details include the following: Professional mowing and landscaping for the city, engaging with customers (residents) in a friendly and servant-minded manner, getting jobs done quickly and efficiently, preparing for seasonal events such as Raspberry Festival as well as taking them down, and assisting full-time staff with any large projects that may come up during the summer season.
- Snow plow the streets for the City of Hopkins.
- Patch work for the streets of Hopkins.
- Mower and small engine maintenance.

SEASONAL GARDNER WORKER | 03/2019 - 09/2019

By The Woods - Chanhassen, MN

- Handled all delegated tasks put forth by management.
- Ensured all plants were well watered.
- Helped customers design their yards with the right plants, foliage, mulch.
- Trimmed, pruned, and maintained trees on lot.
- Maintained lot to ensure there were no weeds or intruding plants that could damage customer plants.
- Customer care skills, loading merchandise into cars, explain the difference between plants and which ones grow better together along with sun and shade plants, explain how to care for the plants and trees they purchased.

FIRE MARSHALL ASST/OFFICE MANAGER | 06/2019 – 09/2019

Hopkins Fire Department - Hopkins, MN

- Completed inventory checks each week.
- Organized city inspections by street address.
- Maintained office organization to support efficiency, professionalism, and performance objectives.
- Managed office inventory by making lists and turning them into my supervisor.
- Cleaned and maintained office bathrooms
- Cleaned and maintained maintenance rooms of the Firehouse.
- Cleaned and maintained the apparatus floor as well as select apparatus equipment.
- Assisted in cleaning vehicles when work demand was too high for other employees.

Education and Training

Minnetonka High School - Minnetonka, MN | High School Diploma

06/2021

Minnesota Truck and Trailer School - Blaine, MN

CDL Class B License