

Cole Hartke

Mattoon, IL 61938
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Work Experience

Carpenter/Manager

Pedro Varela Construction-Mattoon, IL
March 2025 to Present

Full residential and commercial remodeling including

- Framing
- Drywall hanging and finishing
- Flooring
- Tile
- Siding
- Doors and windows
- Cabinets, vanities and countertops
- Finish carpentry
- Roof patches and small roof replacement
- Metal finishing
- Minor plumbing and electrical
- Ceiling grid systems

Handyman

The Handy Man Can-Effingham, IL
August 2021 to March 2025

- Framing/ finishing carpentry
- Flooring
- Drywall hanging and finishing
- Painting
- Concrete patches
- Siding
- Grid ceiling
- Insulation

Laborer/Apprentice Carpenter

Niemerg Construction-Dieterich, IL
August 2020 to August 2021

- Learned framing and finishing
- Hung drywall
- Painting and staining
- Installed Anderson windows

- Dug for fencing and sump pump installation
- Flooring
- Some concrete work
- Farmhand for owners farm

Logger

Meadow Tree Service-Indianapolis, IN
April 2019 to October 2019

- Cut trees
- Mulch limbs
- Load heavy logs
- Operate trucks and heavy machinery
- Service machinery and tools

Wood Machine Operator

Candle Art-Dieterich, IL
April 2018 to January 2019

- Split and chop wood into blocks.
- Use copy machine to turn blocks into lids for jars.
- Cut and print rubber seals for lids. Place rubber or plastic fitments on lids.
- Print ink labels on wooden lids.
- Perform maintenance on machines

Food Service Leader

Caseys's General Stores-Effingham, IL
March 2017 to March 2018

- Ordered kitchen supplies, unloaded delivery truck.
- Maintained and serviced kitchen equipment.
- Covered extra shifts as needed. Made pizzas and ran registers.

Receiving/Pricing

Martin's IGA-Effingham, IL
September 2015 to August 2016

- Made sure vendors brought in everything on the invoices. Corrected and typed in invoices using Excel.
- Created and hung new advertisements.
- Changed prices of items in the system, due to new deals or promotions.

Technician

Webster Tire & Auto Service-Teutopolis, IL
August 2015 to September 2015

- Performed various auto services ranging from oil changes to engine removal and replacement.

Technician

Emmerich Automotive-Dieterich, IL
July 2015 to August 2015

- Performed various services on automobiles
- Would have stayed but it's a small shop and they couldn't afford to pay me anymore.

Cashier Supervisor

Martin's IGA-Effingham, IL

July 2014 to July 2015

- Performed cashier/bagger duties
- Ordered tobacco and candy products
- In charge of maintaining flow of customers and good customer service from our employees.

Farmer

Hartke Farms-Dieterich, IL

May 2006 to May 2015

- Care for animals by feeding and cleaning
- Maintain equipment
- Manage seed planting and harvesting

Education

High School Diploma in General Education

Dieterich Jr/Sr High School-Dieterich, IL

August 2011 to May 2015

Skills

- Heavy equipment operation
- Microsoft office (10+ years)
- Work Well with Others
- Carpentry
- Self-motivated
- Very Quick Learner
- Construction painting
- Commercial construction
- Hand tools
- Adaptability
- Construction
- Time Management
- Creative
- Residential construction
- Remodeling
- Power tools
- forklift
- Powerpoint
- Handyman
- Drywall

Certifications and Licenses

OSHA 10-hour Construction Safety and Health

March 2021 to Present

General Construction 10 hour safety course

Driver's License