

# Andrea E Martin

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**Objective** To obtain any part-time job position with a company that has integrity.  
I do not want any sort of management position.

**Skills** High degree of mechanical aptitude, Good customer service skills, Detail oriented, Self motivated, Computer literate, Organizational skills, Trainable, Diplomatic objectivity

## Employment Experience

March 2022  
to present

Porter Overland, Moab, Utah –

Fabricate 4 X 4 Off-Road RV Trailers, Vinyl wrap installation, Working with power tools and accurate measurements.

February 2016  
to Feb 2022

Redtail Air FBO, Moab, Utah

**FBO Fuel Manager** – Fuel Aircraft, Order and Receive Aviation Fuel, Manage a crew of 5 employees, Create fuel crew schedule, Train employees, Maintain Fuel Trucks, Fuel Farms and all other company equipment. Produce monthly Fuel sales reports.

February 1998  
to Feb 2016

Moab Property Management, Moab, Utah

**Lodging Manager** – Lodging owner relationship liaison, Housekeeping manager, office manager, Customer relations, Quality control, operating V12 (booking software)

**Website management** – made changes to the front page and updating property pictures.

**Reservationist** - Customer service and booking agent, Worked with office team to provide excellent customer service, use of many computer programs including Outlook, Word, Excel and Property Plus (booking software), Developed office operation process.

**Maintenance personnel** – Self supervised mechanical problem solving, evaluating repair needs, performing repairs & routine maintenance, hiring and overseeing contractors, consulting with homeowners.

January 2012  
to present

Moab Senior Games, Moab Utah

**Co-Owner** - Registration manger and organizer.

**Website manager** – simple knowledge of code.

July 1999

Grand County Self Help Housing, Moab Utah

**Owner Builder/ Team Leader** – Assisted in various stages of building 5 homes, coordinated construction work among 5 families.

January 1991  
to 1992

Hudson General, Salt Lake International Airport, SLC, Utah

**Fuel Base Operator** – Managed crew, fueled all types of aircraft, assisted with the maintenance of aircraft, towing & stacking aircraft in/out hangers, testing fuel delivery and de-icing aircraft.

May 1985  
to 1988

Martin Trucking & Excavating, Castle Valley, Utah

**Crew Chief** – Managed employees, executed many construction tasks and operated equipment.

**Mechanic** – Serviced & Repaired equipment repaired & tested hydraulic systems on heavy equipment.

Certifications ~ Superhost Certification, Grand County Travel Council, Moab, Utah  
~ 80 hour SARA/Hazwopper – Hazardous waste removal certification,  
Lyons Environmental, Inc.  
~ Air Frame Mechanic Certification, Dixie College, St. George, Utah  
~ General Aviation Mechanics Certificate, Dixie College, St. George, Utah

Education Grand County High School Graduate, Moab, Utah 1985  
Dixie College, St. George, Utah ~ Associates of Science, Aviation mechanics emphasis  
1988

#### Personal References

Bill Groff ~ 435-719-5071 ~ life time friend  
Allison Miles ~ [wonderland.allison@gmail.com](mailto:wonderland.allison@gmail.com) ~ previous employer  
Dan Wheeler ~ [danw@flyredtail.com](mailto:danw@flyredtail.com) ~ Previous employer