

LIGHT INDUSTRIAL MAINTENANCE / RESIDENTIAL
Professional Summary

Skilled Laborer who thrives independently or as a team member. Proactive in creating a safe and productive environment.

Reliable Customer Service Representative with extensive track record in demanding sales and account management environments.

Core Qualifications

- Results-oriented
- Excel in customer service/sales
- Territory Sales Experience
- Client Relations
- Creative Problem Solving
- Project Management
- Proficiency in Microsoft software
- Computer proficient
- Quick learner
- Contract negotiation/review/drafting

Experience

Light Industrial maintenance / residential

May 2014 to Current Company Name i¼ City , State

Tested machinery, equipment and parts to identify any defects.

Disassembled broken and defective equipment to facilitate repair.

Reassembled equipment after completed repairs.

Assembled and maintained physical structures using hand and power tools.

Operated tools such as hoists and saws.

Routinely inspected machinery and equipment to diagnose malfunctions.

Used hand tools to replace defective equipment parts.

Performed pipe fabrication, installation and fitting according to proper specifications.

Inspected pipes and piping systems to assess their quality and condition.

Hoisted loads using slings, chains, shackles, hooks, cables and other rigging equipment.

Installed and replaced water heaters, drain pipes and water supply lines.

Cut and beveled piping using cutting torches, saws and threading machines.

Performed emergency on-call work hours during the evening, weekends and some holidays.

Installed and inspected new and existing plumbing lines up to 6 inches in diameter.

Operator

March 2014 to May 2015 Company Name i¼ City , State

- Simonton windows - vinyl window manufacturing.
- Job description - raw material handling / cutting raw material / automated two point welding / bending vinyl shapes (trapezoid, octagon, hexagon, eyebrow, half-round) / assembly / automated two point corner cleaner.

Extrusion operator

January 2013 to January 2014 Company Name i¼ City , State

Machine operation and maintenance

Weight and quality checks

Fork truck certified

Raw material handling

Finished product handling

CSR/Delivery/Warehouse

May 2012 to August 2013 Company Name i¼ City , State

- Job description - Dry Van delivery (IN, Ill) / loading & un-loading / customer service and sales / warehouse stocking.

Silicone coater press operation

June 2010 to January 2011 Company Name i¼ City , State

- Job description- Operation of silicon coater press.
- Microsoft Excel - responsible for weight and dye checks - minor machine press maintenance - Fork truck.
- Adjusted machine feed and speed if machine malfunctioned.
- Changed equipment over to new product.
- Started machine operations by inserting control instructions into control units.
- Inspected finished products for quality and adherence to customer specifications.
- Monitored and adjusted production processes or equipment for quality and productivity.
- Adhered to all applicable regulations, policies and procedures for health, safety and environmental compliance
- Worked with managers to implement the company's policies and goals.
- Reviewed operations and conferred with technical or administrative staff to resolve production and processing problems.
- Set up and operated production equipment in accordance with current good manufacturing practices and standard operating procedures.
- Started up and shut down processing equipment.
- Troubleshooted problems with equipment, devices or products.

Account manager/Csr sales

November 2009 to May 2010 Company Name i¼ City , State

- Software experience - Dashboard, EASE, System X, Express Pay,.
- OMS, Atlas, Easy Scriptor, Exchange Plus, Explorer.
- Sales / residential account manager (southwest area)
- Retention

Customer service / Sales representative

January 2006 to November 2008 Company Name i¼ City , State

- Account manager for \$100,000.00 customer base.
- Excelled in customer service and retention.
- Production room and shipping experience in Excel and Corel software

Director of Events

January 2006 to January 2008 Company Name i¼ City , State

- and Sales / Outside Sales / Community Relations Working with C.V.B.
- and Sports Marketing agencies in all locations in accordance with events.
- Selling of event sponsorships, including cold calling, and appointment.
- Organization of all event activities, including sponsorship sales, merchandising, promotions, staffing, facility, setup and teardown, bracketing and working events.
- Scheduling, and determining dates for events.
- Planned and executed

Leasing Agent/Real Estate

January 2006 to January 2008 Company Name i¼ City , State

- Real Estate.
- Leasing agent / scheduling appointments for potential renters.
- Determining move in / move out dates, collecting rent.
- Customer service, general maintenance and upkeep.

Vinyl Window Manufacturing

January 2002 to January 2006 Company Name i¼ City , State

- Single hung assembly line / double hung assembly line / main frame assembly line.
- Air tools, two and four point welders, two and four point edge cleaners.
- Great teamwork.
- Forklift warehouse experience.

Construction/Team crew lead

January 1999 to January 2001 Company Name 1/4 City , State

- Roofing experience.
- Siding , Framing.
- Planned and executed residential roofing and siding jobs .
- Built and disassembled scaffolds, bracing and barricades.
- Cleaned all construction areas to avoid hazards.
- Installed and repaired roofs, flashings and surfaces.
- Removed old roofing materials in an efficient manner.
- Mentored junior team members, providing guidance on proper techniques and safety.
- Continually cleaned work areas and equipment.
- Swept and cleaned roofs to prepare them for the application of new roofing materials.
- Transported materials, tools and machines to installation sites.
- Hoisted tar and roofing materials onto roofs.

Education

High School Diploma : General Studies , 1996 Terre Haute North 1/4 City , State , United States

Some College courses : Information Technology Ivy Tech 1/4 City , State , United States

Intro to Microcomputers

Microsoft

Interests

Building custom PC's, softball, electronics, running, sports, carpentry, computer software.

Skills

assembly, cold calling, community relations, Corel software, customer service, delivery, edge, forklift, frame, framing, information technology, Explorer, Marketing, merchandising, Microcomputers, Microsoft Excel, Excel, Exchange, windows, octagon, Operating System, Outside Sales, press, Real Estate, Selling, Sales, Scheduling, shipping, staffing, System X, teamwork, welding