

Justin H.M. Wright
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Summary

Possessing ample experience and knowledge of applications specific to this job position.

Exceptionally self-motivated and adaptable personality.

Focused on continual progress, improvement, and development.

Highlights

I am creative and resourceful in finding innovative solutions to problems.

I am diligent, reliable, and have excellent people skills.

I am proficient in Microsoft Office.

I am quick to learn new systems and processes.

Responsible for in-processing, training, and evaluation of new temp-to-hire candidates.

I believe my abilities and life experiences provide me with an advantageous skill set for this position, making me a valuable asset to the company.

Experience

August 1996 to May 1999

Accelerated Christian Education, Lewisville, TX

Customer Service/Computer Technical Support

I was responsible for telephone and computer inquiries to inbound Customer Service, specifically in regards to computer software support.

May 1999 to June 2007

New Covenant Academy, Broken Arrow, OK

Administrative Assistant/Teacher

I was employed as a Teacher and Administrative Assistant for a private school for nine years. The daily utilization of computer, organizational, and communication skills were essential. In addition to the classes I taught, my role included coordinating with the administrator the day-to-day operations of the school. These responsibilities involved screening calls and emails, scheduling appointments, and the maintenance of ordering and billing records. I also conducted yearly software training for our staff.

June 2007 to May 2014

IC of Oklahoma, Tulsa, OK

Assistant Team Leader/Welder

I have been welding in a fast paced manufacturing environment for over six years. My responsibilities have varied from production to fabrication and repairs. I pride myself on being able to produce quality products while meeting high speed demands.

As our department's Assistant Team Leader, I was responsible for aiding my Team Leader in the management of forty plus employees in a fast-paced manufacturing environment. These responsibilities include workforce adjustments, training, safety, compliance and repairs. As a result of being in this position, I have become adept at multitasking while sharpening my communication skills.

This position has given me the opportunity to work with team members from other departments, including engineering, maintenance, and quality to solve issues related to safety, quality, and cost.

I have personally designed and implemented multiple Kaizens and 5S improvements in our work area at IC. These “continuous changes producing big results” have brought about an increase in worker safety, additional efficiency in production, and a higher level of quality in our end product. Playing a part in these advancements for the benefit of my team has been a source of personal satisfaction.

Education

1993 Living Water Academy, Broken Arrow, OK
High School Diploma

1999 International Institute, Lewisville, TX
Bachelor of Arts in Education

2001 Rhema Bible Training Center, Broken Arrow, OK
Youth Ministry

2008 OSU Okmulgee
ISO 14001 Internal Auditor Training

References

Candy Hackworth, Business Team Leader
IC of Oklahoma
918-232-1971

Rocky Canady, Team Leader
IC of Oklahoma
918-798-5533

Brett Heritage, Manufacturing Engineer
IC of Oklahoma
918-688-2064