

Dear Hiring Coordinator:

I would like to explore the possibility of employment within your company. My resume will furnish you with information concerning my career objective and employment highlights. I am seeking a rewarding position where a person with my experience and training can make an immediate contribution while finding opportunities for professional growth and challenge. I believe my transferable skills; proven accomplishments and my desire to impact an organization will be of benefit to your facility. Thank you for your time and consideration. I look forward to meeting you in person.

Sincerely,

James J. Gordon

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8854 S. Dorchester Chicago, Il.Cell: (641)417-1884 jamesjaygordon@yahoo.com

Professional Profile

Excellent communication skills, general office practices, humble team member, willing to learn new concepts and ideas. Skilled in forklift, overhead crane and jig crane operations. Experienced in supervision of others and securing a position that offers growth and the opportunity to assume additional responsibility.

K.L.E.O Center OSC Plus, June 2014 - August 2014 Chicago, Il. Mentor Counseling youth from 16 -21yrs. of age. Establishing a meaningful relationship with youth while reinforcing the development of skills and knowledge that youth gain through participation in the One Summer Chicago Plus Program. Monitor and maintain appropriate youth conduct, minimize violent behavior, increase employability skills and put all required information into City Span intake system daily.

Mary Lou's Southern Kitchen, January 2013 - April 2014 Ypsilanti, Michigan Server/ Expo Attends to guest and take orders, offer information and suggestions about the menu. Ensure kitchen orders are prepared in a timely manner and finalize s the presentation of each plate and ensures the appropriate temperature.

Engineered Plastic Components, Inc. October 2012 - December 2012 St. Clair Michigan Supervisor over 30 to 40 employees. Oversee the production process, looking for ways to improve efficiency and effectiveness. Also oversee quality control to ensure that all products manufactured function properly and contain no defects. Analyzed the inventory levels and supply needs to produce parts according to schedule. Ensure safe work environment and attendance requirements were met by employees, followed through with write-ups, discipline, counseling, and terminating people according to company policies. Provide job instructions and training to workers, operated Grams and Sterling machines along with secondary equipment.

Priority Plastics June 2007 – October 2011 Team Leader / Maintenance Grinnell, Ia. Set up and operate the Husky, Cincinnati, Chum 3000, Sandretto, Stretch Blow, Lid Liner, and Automas. Also monitor quality and calibrate machines. Team leader of 12 employees and following production scheduling. Performed destructive tests utilizing the press machine to ensure bond of materials and quality. Trained and monitored new employee's performance to determine additional training needs.

Madras Packaging December 2004 – May 2007 Blow Mold Technician Plymouth, IN. Operate and maintain a machine throughout a 12 hour shift, making quality custom blow molded containers. Taking measurements and weights every hour to ensure specification. Assisting in maintenance and preventive maintenance. Operating 252 Uniloy's, Libertyville's and auto and semi-auto baggers.

R&N Machine Shop September 2004 - December 2004 Machinist Riverdale, IL Setup and operate for the purpose of making different sizes and shape screws, nuts, hex head and bolts to blueprints specification. Making precise measurements to install chasers,(metric & pipe), calipers small dies and broach's and holders.

Benchmark Specialized Production Staffing January 2003 - September 2004 Machine Technician Lyons, IL Setup and operated high-speed machinery such as Rainville injection and left/right Bartell (CNC). Monitored temperature and pressure to ensure steady Summary Of Qualifications Excellent communication skills, general office practices, humble team member, willing to learn new concepts and ideas.

Polycon Industries July 1989 - August 1999 Lead Machinist Chicago, IL Setup and operated 350/450 Uniloy Equipment to blow mold plastic parts. Performed maintenance and preventive

maintenance procedures on injection and blow mold machinery. Inspected measurements and ran samples for quality control purpose.

Education

American InterContinental University
Currently Attending

Associate's (AABA) Schaumburg, IL

Olive Harvey College

Business Management Chicago, IL

Education Hyde Park Academy High School

Diploma Chicago, IL

Lincoln Technology

Automotive and Diesel Repair Chicago, IL

Chicago Commerce

Blow Molding / Injection Mold Chicago, IL

Reference Upon Request