

Modesto Gutierrez

Experience

8/2008 to present

IDEA Public Schools

Edinburg, TX.

Transportation Manager

- Manage a fleet of 16 School Buses and Drivers to provide transportation from designated Bus Stops to School Campus for an average of 900 students from K-12th.
 - Administer Annual Operation Budget (Payroll, Maintenance and supply costs).
 - Schedule & Coordinate Field trips
 - Program Bus Driver extra duties and work schedules
 - Prepare weekly and monthly operation Reports
 - Supervise Bus preventive maintenance tasks and preventive maintenance stock items crib.
 - Report payroll adjustments
 - Assist School principals in making transportation arrangements for students with particular needs.
 - Assist with the day to day operations of the transportation department including conducting routes as necessary
 - Investigate customer service complaints relative to Transportation issues and take corrective action
 - Recognized as the Transportation Manager with the Smoothest Beginning of the 13/14 School Year
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5/1990-8/2007

Pfizer

Holland, MI.

MILL ROOM OPERATOR 5/1990-4/1991

- Load wet Bulk quantities of Active Pharmaceutical Ingredients on several types of Dryers
- Sample for Dryness, Unload and package API's following specific instructions from a Batch record
- Mill dried API's following instructions from Batch record, Standard Operating Procedures and current Good Manufacturing Practices

CHEMICAL OPERATOR 4/1991-3/1995

- Prepare, Set up, clean, and operate various types of Vessels, Centrifuges, and Filtration Systems utilized at the Holland Site to manufacture Bulk API's
- Work with supervision and technicians to ensure equipment performs within the correct operating parameters

TRAINING SPECIALIST 6/1995-8/1998

- Participate writing, editing and teaching Training Modules for Certification of new Mill Room and Chemical Operators at the Holland Site

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MECHANICAL STORE CLERK 8/1998-8/2007

- Receive, Label, Stock, Dispense, Issue and Cycle count the Mechanical Store Inventory which contained about 5000 items
- Administer the Employee Uniform and Shoe programs
- Prepare and deliver large orders using a Forklift or the Company 10 Ton Truck
- Unload SEMI's delivering Raw Materials
- Load SEMI'S with finished Product
- Assist maintenance department in the making of transfer hoses for Manufacturing Operations

10/1986-5/1990

Campbell's Soup

Fennville, MI.

Production Assistant

- Held various positions in the Harvesting Department of a Mushroom Production Plant
- Responsibilities include the operation of a compost line, and set up of harvesting Rooms

9/1983

Tamaulipas Construction Co.

Mante City,
Tamaulipas. Mexico

Land Surveyor

- Utilize appropriate methods for land sub-dividing, construction of High ways, Runways, Fish Farms, Sewage Systems, and various other construction projects.
- Assign and supervise job duties for construction crew consisting of 10 heavy equipment operators.
- Planning, scheduling and coordinating preventive maintenance for heavy equipment at construction sites.

Education

7/1980-6/1983

Vocational Tech Center #15

Mante City, Tam.
Mexico

Topography Technician

- Graduated with a 3.7 GPA. Hired by Construction Company immediately upon graduation

Education

1988-1989

GED from Fennville Public Schools

Fennville, MI.

References

References are available on request.

Mr. Robert C. Bishop. Supervisor at Pfizer, Holland, MI. (616)392 1538

Luis Castillo. Regional Transportation Manager at IDEA Public Schools. McAllen, TX. (956)373-8179

Carlos Castaneda. Transportation Director at IDEA Public Schools. Weslaco, TX. (956)373-5031

My work ethics and habits, my willingness to learn, my respect for others have allowed me to have an excellent relationship with my colleagues and supervisors as well as a work record with positive merit reviews year after year.

(956)5783706•cat_gtz@yahoo.com

Modesto Gutierrez

Interests

Family gatherings, Guitar Music, Song writing, Reading, Small Carpentry Projects.

Credentials

CDL with Passenger and School Bus endorsements.

Bilingual. Qualified English to Spanish Translator and Interpreter.