

Michael Henderson

Manager

Sherburne, NY
hend190@hotmail.com - (607) 316-4005

Authorized to work in the US for any employer

WORK EXPERIENCE

Manager

Matrix Integrated Facility Management - Norwich, NY - 2003 to 2013

Machine Operator

Sherburne Metal Products, Inc - Sherburne, NY

Handled shipping/receiving/material handler/fork truck operation

- Set up and operated rod/wire drawing/rolling equipment
- Batch annealer operation and anode production
- Filled in as shift supervisor periodically

Plater

Standard Printed Circuits, Inc - Sherburne, NY

Performed various duties such as circuit board plating, DPS through board production, multi-layer board production, dry film photo resist, solder fusing, copper etching, solder stripping

EDUCATION

Regents Diploma

Sherburne-Earville Central School - Sherburne, NY

ADDITIONAL INFORMATION

Highlights of Qualifications

- Professional individual with 10+ years of Maintenance and Supervisor experience
- Dedicated, goal-oriented, flexible, and excellent problem-solver
- Easily adapt to new systems and methods; willing to learn new processes
- Work well with others and individually

KEY SKILLS

Maintenance

- Performed various duties such as hard floor care/refinishing, carpet cleaning and extracting
- Handled any questions pertaining to services; acted as a client liaison
- Maintained adequate level of supplies and ensured jobs were completed in a timely manner
- Ensured jobs exceeded client expectations at all times; ensured positive experience

Supervisor

- Handled employee schedules daily to ensure all jobs were covered; hired, trained, and released employees from employment

- Monitored payroll and disputed inaccuracies; authorized leave of absences
- Covered manpower shortages in needed areas