

Jon Reynolds

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To obtain a position with a company that will help maximize my training experience, development skills, customer service and management abilities.

WORK EXPERIENCE

Maintenance/Driver

Alternative Engineering Inc - August 2014 to Present

Pick up/Deliver parts and supplies.

- Load truck/trailer with Hi-Lo or overhead crane.
- Customer service skills used during pick up and deliveries.
- Building/Vehicle maintenance
- Organizing shippers with corresponding blueprints.
- Grind metal cut outs.
- Build custom skids.
- Load/Unload trucks delivering supplies and materials.

Relevant Course Work

- Business/Facility management
- Marketing

Shipping and Receiving

Riveridge Packing - February 2014 to July 2014

Stage & organize cooler with Hi-Lo

- Prep outgoing orders. (local & export)
- Load/Unload trucks with Hi-Lo.
- Stock and manage packing material.
- Complete data entry and shipping/receiving paperwork.
- Minor coordinating/logistics

Material Handler

Premier Packaging - June 2013 to January 2014

Assist machine operators by picking, staging, and helping set up material.

- Stage finished loads in shipping warehouse.
- Assist in shipping/organizing warehouse
- Help set up machine extensions
- Making sure every operator has correct material for designated job.

Driver/Sales Associate

Sparta Chevrolet - August 2011 to January 2012

Customer service skills used when dealing with researching, ordering, giving, and receiving customer parts.

- Keeping up on presentation by cleaning, organizing and stocking parts correctly.
- Test drive vehicles and report any noticeable problems.

- Drop off/pick up parts and supplies from a wide variety of companies and customers.
- Vehicle detailing

Grounds Laborer

Wyoming Parks and Recreation - April 2011 to August 2011

Customer service skills used daily when helping the public.

- Grounds maintenance skills used daily when maintaining parks and recreational areas.
- Obtained great organizational skills by creating and assigning daily objectives.

- Team work and leadership used daily while working with different crews on different projects or assignments.

EDUCATION

Facility Management/Business Management & Education

Grand Rapids Community College - Grand Rapids, MI

ADDITIONAL INFORMATION

Computer Skills

Have taken computer classes based on:

- Word
- Access
- Excel
- PowerPoint