

Calvin Conner

Motivated, teamwork-oriented and versatile worker

5100 Wayzata Blvd
Golden Valley, MN 55416
(612) 407-9137
calvinconner47@gmail.com

EXPERIENCE

Bell Manufacturing, Minneapolis, MN — Department Lead

July 2017 - PRESENT

- Lead in drill, saw, mirror, shipping, assembly, truck-loading, and heat departments
- Coordinate and assure proper receipt and release of materials and products
- Lead operational procedures to assure productivity and efficiency
- Write operational CNC programs for milling and drilling various materials
- Material handler; rolling, bending, deburring, spot-welding, lathe, and small press
- Efficient with blow torch, sliding crane, and multiple forklifts

Cluckers-Wings™, New Albany, Indiana — Closing Manager

September 2013 - June 2017

- Managed the closing employees by cleaning and preparing for next days operations
- Coordinated the ordering, receiving, inventory and storage of perishable merchandise
- Trained new employees and newly promoted managers on basic and advanced procedures
- Accounted for cash registers and their contents while servicing patrons and managing inventory
- Prepared, cooked/grilled and served food, either directly to patrons or in advance for catering services

G4S Secure Solutions USA, Louisville, Kentucky — Security Officer

August 2009 - September 2013

- Coordinated entry and access to sensitive data and areas utilizing badge confirmation and access codes
- Provided physical security for personnel and property using advanced technology and surveillance systems
- Maintained proper security and control over various buildings, sites and locations

SKILLS

- Intense problem solving and attention to detail schooling allows for accuracy, reliability and efficiency under all circumstances
- Managerial experience that assures goals are accomplished without micromanaging or compromising morals and enthusiasm
- Extensively trained and certified in security, corrections and law enforcement procedures
- Police operations experience assists with handling sensitive items and information
- Ability to type 70+ WPM and rapid use of numerical keypad
- Proficient with Microsoft programs including; Word, PowerPoint, Excel, Access and Outlook
- Experienced with grill and line cooking, also trained in food preparation, storage and disposal
- Amazing social and

United States Army, Global— *Police Officer - Corrections Specialist*

September 2005 - May 2009

- Supervised operations while maintaining proper accountability of inmates and sensitive items
- Provided safety and security for staff, guest and contractors while in hazardous areas
- Assured positive control while issuing narcotic medication and monitoring proper usage

communication skills
enhance my ability to
delegate while
remaining
approachable

**City of Chicago Dept. of Planning and Development,
Chicago, Illinois — Intern and Mailroom Clerk**

September 2001 - August 2005

- Coordinated inter office communications and hosting departmental meetings and functions
- Maintained storage and access of data, files and records

EDUCATION

**United States Army Military Police School, Fort Leonard
Wood, Missouri — *Diploma***

April 2006

Jones College Prep, Chicago, Illinois — *Diploma*

June 2004