

CHARLES MOODY

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SUMMARY OF QUALIFICATIONS

Proficient at organization and time management. Great attention to detail. Skilled at creating a work environment where knowledge and best practices are utilized in a team environment, while strictly adhering to policy and procedures.

Objective

To obtain a Career that has room for advancement opportunities, while growing my knowledge of the company.

PROFESSIONAL EXPERIENCE

Ball Metal Corporation – Maintenance/Machine Technician – Golden, CO **November 2018- Present**

Overview:

- Perform daily preventative maintenance & service checks on several industrial machines and equipment.
- Operate & maintain the continuous production of all machinery & data systems in my department.
- Repair all leaking damaged hoses & or piping of wash & rinse machines.
- Paint & maintain the upkeep of all pedestrian walkway signs, floor lines, emergency exits, & safety equipment locations.
- Maintain HVAC equipment in my department to ensure proper function of climate control.
- Repair all damaged equipment in efficient & timely fashion.
- Conduct daily & hourly quality checks of products.
- Clear any machine jams & restore running functions.
- OSHA trained & certified.

Achievements:

- Promoted to Machine Technician May 2019
- Participated in different grassroots programs to offer ideas in bettering my company.

S.O.S Security – Corporate Security Guard - Denver, CO.

March 2018 – January 2019

Overview:

- Secured premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtained help by sounding alarms.
- Prevented losses and damages by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Completed reports by recording observations, information, occurrences, and surveillance activities, interviewing witnesses.
- Maintained environment by monitoring and setting building and equipment controls.
- Maintained organization's stability and reputation by complying with legal requirements.
- Ensured operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributed to team effort by accomplishing related results as needed.

Achievements:

- Promoted to Night shift Lead Guard August 2018.

ACE Towing–AAA/Police Depart Emergency Tow Dispatcher – Denver, CO February-December 2018

Overview:

- Operated & maintained a multi-line telephone console alerting system.
- Determined and assigned the level of priority of the tow call and entered the data into a computer-aided dispatch system for radio dispatch purposes.
- Asked vital questions and provided pre-arrival instructions.
- Monitored and operated radio console and computer equipment.
- Received and responded to a variety of emergency and non-emergency service calls.
- Asked questions to interpret, analyze and anticipate the caller's situation as to resolve problems, provide information, dispatch emergency services, or refer callers to other tow agencies.
- Identified appropriate tow truck and type of equipment or apparatus to dispatch.
- Entered and modified information into local, & state computer databases.

Achievements

- Ability to work in fast paced office environment
- Knowledge of AAA Tow Service Database
- Ability to take high volume emergency calls in a timely fashion.
- Completed Police Department Dispatchers Training Course

Bimbo Bakery USA – Mixer & Machine Operator- Denver, Co.

January 2017 – January 2018

Overview:

- Trained new employees on different job duties within my department
- Prepared ingredients for daily product orders
- Conducting quality checks
- Proper product scheduling for efficient time management
- Prioritize orders for shipping
- Conduct thorough allergen clean outs to prevent cross-contamination
- Maintain a clean and safe work area
- OSHA certified

Achievements

- Promoted to Back-up Foreman August-2017
- Ability to work well with diverse ethnic, racial & cultural backgrounds
- Ability to work well in fast-paced environment
- Ability to lead crew members during production, down times & preventive maintenance cleanouts

Niagara Bottling Company – Preform & Wrap Machine Operator – Denver, Co. November 2015 – November 2016

Overview.

- Conducting quality checks
- Prep wrap machines for daily order runs
- Logged tracking information & date codes for all products handled, in case of recall
- Cleared machine jams safe and efficiently
- Maintaining a clean & safe work area
- OSHA trained & certified

Achievements:

- Promoted to Crew lead February 2016
- Ability to work with diverse ethnic, racial & cultural backgrounds
- Ability to work well in fast-paced environment
- Ability to lead & assist crew members during production, down time, & preventive maintenance

Frito Lay – Part time Warehouse Picker – Denver, CO March 2015 – September 2015

Overview:

- Constructing and packing boxes either manually or with the help of automated machines
- Conducting quality checks
- Maintaining a clean and safe work area
- Continuous movement while on feet during work shift

Achievements:

- Ability to work well with diverse ethnic, racial and cultural backgrounds.
- Ability to work in a fast-paced environment.

King Soopers Bakery Plant – Machine Operator – Denver, CO May 2008 – August 2014

Overview:

- Trained new employees on different job duties within my position
- Logged ingredients for tracking in the event of a potential recall
- Prepared ingredients for daily product orders
- Prioritized orders for shipping
- Maintaining a clean and safe work area
- Complied with OSHA and company safety policies and procedures

Achievements:

- Promoted from Cake Mixer to Roll-in Machine Operator in Sept. 2014
- Ability to work well with diverse ethnic, racial and cultural backgrounds.
- Ability to work in a fast-paced environment.

EDUCATION

Denver North High School – Diploma

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