

**Damon Smith**  
5561 Scarlet Dr.  
Indianapolis, IN 46224  
317-610-7861  
[smith.damon333@gmail.com](mailto:smith.damon333@gmail.com)

### Summary of Skills

- Project Management
- Laborer
- Installing Doors/Windows
- Filing and Data Archiving
- Computer Operations
- Communication Skills
- Proficient in Microsoft Office
- Customer Service and Relations
- Use of Hand Tools
- Safety Conscious
- Professional Appearance
- Leadership

### Summary of Professional Experience

#### **Staffworks Employment/Contour Hardening Processing Technician**

**06/2017 – 9/2017**

**Indianapolis, IN**

- Gear quenching hardening machine operator
- Chemical/material handling
- Other machine operations
- Safety conscious

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- **CoWorks/Foxconn**
- **Laborer**

**12/2016 – 06/2017**

**Plainfield, IN**

- Picking/Packing
- RF scanner operations
- Line lead
- Data entry
- Used Microsoft Word & Excel programming
- Loading/unloading using pallet jack
- Creating/print mailing labels
- Standing for long periods
- Maintain safe work environment
- Manifest/verify that all updated orders have been run

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- **Dodson's Demolition  
IN**
- **Laborer**

**01/2013 – 07/2015**

**Indianapolis,**

- Power tools (nail gun, corrugate, saws)
- Hand tools (hammer, wrench, crow bars, etc.)
- Transport materials to and from designated areas
- Extreme safety conscious
- Dry wall
- Heavy equipment

- Successfully take on leadership roles (project management)
- Install doors/windows
- Provide the maximum quality of service to the guests

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- **Summary of Education**

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- **Indiana Department of Education**  
**IN**
  - G.E.D

**06/2012**

**Indianapolis,**