

# Erik Siman

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## Objective

A committed professional with 20+ years of experience in machine operating, technical support and customer service; seeking a position that will promote professional and personal growth while contributing to the success of the company.

## Work Experience

United Staffing Inc. (Delano, MN) 2017-2018

*Machine Operator at Arctic Fox, LLC*

- Run and setup Hyd-Mech band saw, Scotchman manual/semi-automatic/automatic saws.
- Operate press benders, press punches and tube bending machines.
- Review technical drawings for customers order.
- Inspect parts for correct measurements and tolerances using micrometers, calipers and tape measures.
- Complete necessary documents to complete a job order.

Kelly Services (Colorado Springs, CO) 2017

*Machine Operator at Johnson & Johnson – Depuy-Synthes*

- Followed job process sheets to setup CNC to create medical screws to accurate specifications per customer's orders.
- Inspected and measured parts with microscopes, calipers and micrometers with attention to detail and quality.
- Cleaned parts in ultrasonic parts washers.

Guardhail (formerly Signal 88 Security of Colorado Springs) (Colorado Springs, CO) 2014-2017

*General Manager – Director of Operations*

- Initiate and negotiate security contracts for existing and new clients.
- Enter and maintain clients in our CRM software.
- Organize and execute the day to day operations including scheduling and weekly/daily task delegating.
- Monitor, audit and check the performance of all employees.
- Manage 10+ employees work assignments and duties.
- Manage, repair and secure all computers, cellular phones and company vehicles.
- Create, manage and invoice clients using QuickBooks online.

Self-Employment 2008-present

*Computer repair and wireless networking for home and small business*

- Repair of Windows based personal computers (Win95, 98, WinNT, Win2k, Vista, Win7, Win10).
- Virus, malware and spyware removal.
- Performed computer software/hardware upgrades.
- Extensive knowledge and use of the Microsoft Office Suite.
- Provide computer consulting.

## Computer Skills

Software: Windows 9x/ME/NT/2000/XP, Windows 7 and 10, Android OS, Mac OS, Microsoft Office Suite

Hardware: IBM compatible computers, hardware and networking

## Education

Hibbing Community College (Hibbing, MN) 2008

*Computer Software Specialist*

Central Lakes College (Brainerd, MN) 1995

*Small Engine Mechanic*