

# Gerald Duncan

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## SKILLS AND ABILITIES

- Excellent working in team-fostered environment
- Self-motivated, dedicated, and reliable worker that can be depended upon
- Results oriented with established record of integrity and safety
- Intermediate computer (MS Office) skills
- Excellent customer service and problem-solving skills
- Ability to multi-task in a fast-paced environment

## EMPLOYMENT

### **Ratner Steel Supply Company – Roseville, MN**

**Cut-To-Length Operator** | 2013 – 2019

- Operate cut-to-length machine in accordance with establish procedures and guidelines.
- Review blueprints and diagrams to select, position, and secure machinery.
- Accurately adjust machine setting to complete tasks according to specification.
- Monitor and manage all processed material for defects during operation and inspections.
- Remove defects from customer product, as necessary.
- Maintain safe operations by adhering to safety procedures and regulations.
- Perform other job-related tasks as assigned.

### **Thermal Tech – Minneapolis, MN**

**Machine Operator** | 2012

- Performed various activities to ensure proper equipment startup and operation.
- Operated and monitored multiple pieces of equipment to ensure quality production and minimal unplanned stops.
- Communicated with team members and support teams to ensure continuous production with minimal wasted time and materials.

### **GFI America – Minneapolis, MN**

**Cleaning Crew** | 2004 – 2011

- Performed various cleaning actions such as dusting, sweeping, vacuuming, mopping, and restroom sanitizing.
- Stocked and maintained all cleaning supplies, products, and equipment.
- Notified building management of any repairs required, as necessary.

## EDUCATION

**Diploma** – Washburn High School

**Information Technology Program** – Brown College

*Minneapolis, MN  
Brooklyn Center, MN*