

JEANIE REBECCA GORR

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PROFESSIONAL EXPERIENCE

SCHNEIDER ELECTRIC	PERU, IN	SEPT. 2011	APRIL 2000
Team Leader			
Team Lead responsibilities, Ordering, reordering, and inventory			
Compiled materials for special orders, supplied materials to operators supplied automated operators, scheduled deliveries with other departments			
Properly disposed of materials according to company policies			
SCHNEIDER ELECTRIC	PERU, IN	APRIL 2000	NOV. 2007
Machine Operator			
Reviewed blueprints for product manufacture, Set up dies, loaded dies into press, completed material punch-out and cut-off, and quality control, Conducted die and press maintenance			
Supplied other departments			
SCHNEIDER ELECTRIC	PERU, IN	NOV. 2007	JULY 2010
Loan In Pool Operator			
Reinforced areas of production due to staffing shortages, in response to vulnerabilities in productivity operations, Assisted in assembly, pack out, brake and punch presses, water spider, and manual and automated welders			
SCHNEIDER ELECTRIC	KOKOMO, IN	JULY 2010	APRIL 2009
Automated Welder			
Loaded and programmed robotic welder for welding operations, Changed electrodes on robotic welding arms, Received incoming materials, conducted quality control inspection of parts, and disposed of waste materials, Transferred supply carts to rabbit press operator for reloading of materials			
KOKOMO POLICE DEPARTMENT	KOKOMO, IN	APRIL 2009	APRIL 2011
Internship			
Provided analysis of various fields, Compiled materials to complete client requests or fulfill client orders, Programmed various systems for production of forms, Created case files, maintained records, conducted surveillance, and other tasks required to investigate material processing			
Established and maintained working relationships with staff, and management, as well as internal and external groups, Performed Customer Service, Receptionist, Administration Assistant, and Front Desk duties, Performed patrols, crime-scene analysis, criminal investigations, community service, physical collection of forensic evidence as well as chemical and computer analysis of same, and dispatch responsibilities, Assisted the Drug Task Force			
Filed incident reports, confiscated materials, and maintained evidence and records related to criminal cases, Monitored foreign national visitors, including identification, analysis, and security clearances, Gathered employee statements, video downloads, and other evidence for investigation involving OTJ injury reports, Noted unsafe working conditions and filed maintenance requests to resolve incidences			
PINKERTON GOVERNMENT SERVICES	INDIANAPOLIS, IN	JUNE 2011	MARCH 2012
Privatized Security			
Utilized Adobe Premiere, ProTools, MS Office, MS Excel, MS WordPerfect, Internet Browsers, Kodak Digital Cameras, Sony Digital Video Cameras, Crown Standup Fork-trucks, Caterpillar Sit-down Fork-trucks, Bobcat industrial equipment, Bosche Robotic Programming Mission Controls, Pneumatic industrial hand tools, Punch presses, Cisco system, C-Cure identification security system, Motorola radio devices, Pelco surveillance monitoring systems, handguns, Key Scan Identification Security System, various fire or severe weather alarm systems			

Proteu
s

Kokomo, IN

September 2014

Present

National Farmworker Jobs Program (NFJP)

Case Manage 17 Counties in East Central Indiana for Program, Recruiting Through Effective and Efficient Marketing, Case Management, Customer Service, Build and Maintain Community Partnerships, Deadlines & Budgeting, Bookkeeping, Case Notes, Strong Computer and Software Skills (Word, Excel, Access), Team Lead Worker Health and Safety Trainings, Supervise Office Administration Staff, Assist in Hiring and Supervise Program Specialist, Advocate, Build and Maintain Partnerships, Proclamations, Onboarding project, SharePoint project, Partnerships with Community Partners for Projects, Workforce Development Referral Card Project, Coaching and Mentoring New Staff, Performance Measuring and Reporting, Implementing Procedures to Increase Revenue Sources and Performance, Event Planning, Follow Up with Referrals, Accountability, Prioritize and Schedule Work Flow, Maintain Timecards for Office, Define Short & Long Term Goals, Develops Talent, Administration Staff, Prepare and Conduct Reports, Recommend and Implement Improved Processes and Procedures, Comply with Procedures Laid out by Organization, Allocate Resources Accordingly, Create a Culture of Teamwork, Strong Interpersonal and Communication Skills.

EDUCATION

UNIVERSITY OF PHOENIX

PHOENIX, AZ

Degree:

Associate of Arts

July 2008

July 2006

Major:

Criminal Justice

Description:

Theory and Practice of Law Enforcement Procedures, Criminal Investigations, Documentation, Courtroom Procedures

INDIANA UNIVERSITY

KOKOMO, IN

Degree:

Bachelors of Science

Feb. 2009

Aug. 2011

Major:

Criminal Justice

Degree:

Certificate

Feb. 2009

Aug. 2011

Description:

Theory and Practice of Leadership Training, Criminal Psychology, Law Enforcement Procedures, Criminal Investigations, Documentation, Courtroom Procedures

Member: CJA/APS Criminal Justice Association

Major:

Public Safety

Description:

Theory and Practice of Crowd Management in an Urban environment, the Psychology of Crowds, and Basic Sociology

Member: Alpha Phi Sigma

Honors Convocation / High Scholastic Achievement

IDHS

INDIANAPOLIS, IN

Degree:

Certificate Program 12 Graduate Credits

Oct. 2012

Major:

Emergency Management

Description:

Completion in Indiana Department of Homeland Security

UNIVERSITY OF PHOENIX

PHOENIX, AZ

Degree:

Master of Science

Aug. 2011

March 2013

Major:

Administration of Justice and Privatized Security

Description:

Theory and Practice of Leadership, Criminal Psychology, Law Enforcement Procedures, Criminal Investigations, Documentation, Courtroom Procedures, Civil Rights

(Alumni Associate)

ADDITIONAL SKILLS

Volunteer
Experiences:

- Experience working with medical professionals as a volunteer inside of America and in Central America

- o Experience providing community services in a leadership capacity
- o Excellent organizational and communicational skills
- o Proven success improving productivity and efficiency while reducing costs
- o Demonstrated ability to achieve goals within timelines
- o Wide-ranging knowledge of medical records and encoding due to experience working with medical professionals
- o Generated medical records, organized medical records, coordinated medical records, and entered medical records into computer databases
- o Conducted identity searches
- o Performed minor medical procedures while working with RN
- o Taught children basic hygiene guidelines to prevent disease
- o Collected and formulated hygiene supply packs to distribute in international public schools
- o Volunteered with Purdue MESA for migrant Christmas program
- o Collected and formulated hygiene supply packs to distribute to migrant farm workers
- o IPATH Trafficking Committee member

Professional References:

Chris Smith, Captain Kokomo Police Department

cdsmith@cityofkokomo.org

Kyle Dixon, Health and Safety Manager, Beck's Hybrid

kdixon@beckshybrids.com

Brian Rea, OWDS Disables Veteran Outreach Specialist WorkOne

brea@work-one.org