

JEFFREY I SIMMONS
612-532-6297 simmcomp@gmail.com

Experience:

**07/2008 -04/2019 Computer repair and service.
(self-employed)**

Computer repair, service and network operations for realty office and personnel computers.

**04/1999-06/2008 Construction Representative / Coordinator
Comcast / Time Warner Cable**

Oversee construction projects for cable replacements and new construction. This includes dealing with contract and in house labor cost. Other duties included mapping out projects and applying for all city, state and county permits. Computer skills in Microsoft office programs such as Word and Excel.

**10/1998-04/1999 Underground Utility Locator
Quality Underground Services INC.**

Locate underground electric, natural gas, telephone and cable TV lines for construction projects and other excavation sites.

**09/1995-10/1998 Service Technician
Paragon/Time Warner Cable**

Customer home service calls to repair cable service. Also located underground cable lines for construction crews and other excavations.

**02/1988-09/1995 Housekeeping aid and supervisor
Abbott Northwestern Hospital / Service Master**

Duties included cleaning patient rooms to include removing dirty sheets, cleaned all hard surfaces, making beds, replaced liners, cleaned toilets, mirrors and bathroom floors. Cleaned offices and common areas to include shampooing carpets, vacuuming, sweeping and mopping, also floor care such as stripping and waxing floors, buffing and providing whatever was needed to make quest comfortable. Supervisory duties included scheduling, training, interviews, hire, disciplinary actions and order supplies.

**10/1986-07/1987 Assistant Manager
Wendy's Old Fashioned Hamburgers**

Delegate work assignments, make schedules, train new employees, inventory control and prepare profit and loss statements.

**01/1986-09/1986 General Manager
Domino's Pizza**

Delegate work assignments, make schedules, train new employees, inventory control and prepare profit and loss statements.

**09/1980-01/1986 Materials Distribution Supervisor
Abbott Northwestern Hospital**

Hospital logistics to include inventory, accuracy checks, picking and delivering items, checking in orders, data entry and helped create and submit yearly budget projections. Interviewed and hired staff, created schedules, disciplinary action and led staff meetings.

**06/2019 - Present: Logistics Assistant/ Equipment Room (Temporary Position)
Minneapolis VA Medical Center**

Clean and sterilize medical equipment. Make equipment deliveries to nursing stations and various other departments.

**Military: 01/1994-06/2001 Navy Reserves
SK Storekeeper (Honorable Discharge)**

Order supplies for my unit or ship. Disperse supplies as needed and keep inventory list.

References upon request