



# Jerome Nelson

## ***Professional Summary***

Motivated professional capable of building productive relationships, resolving complex issues. I am self motivated with attention to detail.

---

## ***Work History***

### **Fabricator's Unlimited - Lead Machine Operator**

Fargo, ND

12/2015 - 04/2017

- Used work instructions and measuring tools to check specifications of finished items
- Set up and ran Titan CNC to produce beautiful granite and corian countertops
- Supervised and adjusted machinery when necessary, reducing downtime
- Maintained equipment performance by completing routine maintenance actions such as lubricating and cleaning components
- Reviewed work instructions and schedules to coordinate machine operation and production schedules

### **Abeautiful Design Flooring & Granite - CEO**

San Antonio, TX

01/2012 - 12/2014

- Performed monthly reviews assessing each employee's performance and developed improvement plans
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflow to meet any daily demand
- Prepared quotes for new products and services and composed budgets
- Received and reviewed time records for 10 employees
- Prepared material orders to complete projects on time and within budget
- Communicated with builders and contractors on residential and commercial projects to deliver status updates to customers

### **Crary Industries - Assembly Supervisor**

West Fargo, ND

04/2010 - 12/2011

nelsonj422@gmail.com

(970) 302-3332

Greeley, CO 80634

---

## ***Skills***

- Schedule coordination
  - Operations management
  - Positive and friendly
  - People-oriented
  - Farm equipment operation
  - Heavy equipment operations
  - Warehouse operations
  - Assembly and production
  - Pneumatic tools use
  - Carpentry
  - Quick learner
- 

## ***Education***

NDSU

Fargo, ND

GED

- Supervised 10 workers and coordinated daily work activities
- Trained new employees and provided adequate knowledge about assembly processes
- Reported machine and equipment malfunctions

**Tristate Auto Auction - Vehicle Inspector**

West Fargo, ND

*02/2008 - 11/2010*

- Conducted in-depth inspections of vehicles to identify damage, missing parts and mechanical issues
- Provided accurate measurements and estimates for all projects
- Prepared reports on vehicles' condition after inspection and submitted to proper department for repairs