



## Jesse Schriner

970-308-8004

shaums94@gmail.com

Frederick, CO 80530

### SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

### SKILLS

- Heavy Equipment Operation
- Proficient in Microsoft and Google Applications
- Knowledge in various command applications on operating systems

### EXPERIENCE

Heavy Equipment Operator

Fort Collins, CO

Martin Marietta/ Oct 2019 to Current

#### Summary

Efficiently and safely operated heavy equipment for a high profile and fast paced company to ensure on time delivery of quality materials for the infrastructure of our communities. Frequently, cleaned and maintained the office area. Completed and filed paperwork, managed crews of four.

- Performed pre-shift and post-shift equipment inspections and accurately completed reports to support company policy.
- Employed heavy equipment operation best practices resulting in minimal complaints or incidents.
- Participated in a safety program that helped to reduce hazards within 17 plants.
- Stepped in to a leadership role when needed to allow plants to run and reduce downtime.
- Cross-trained across multiple pieces of equipment.

Operator

Berthoud, CO

Creative Foam/ Oct 2018 to Oct 2019

#### Summary

This company was an outsourced contractor for Vestas, a fortune 500 company. Worked my way from an assembly station to become the Line Operator, essentially a lead position of the station, inspect and start machine at the beginning of shift and maintain communication with other employees on the line to ensure products are on time and within specifications. Trained new employees machine operation techniques and important business procedures. Assigned tasks to employees and monitored productivity, performance and task completion.

- Reported failures, malfunctions or wear issues on equipment to supervisor.
- Maintained production and quality documentation.
- Cross-trained to perform various jobs within the plant
- Troubleshoot and diagnose equipment malfunctions to minimize downtime.
- Met or exceeded target for on-time customer shipments.

Office Assistant

Kansas City, KS

All Clean LLC/Oct 2017 to Oct 2018

Assisted in scheduling, paperwork and data entry. Utilized Microsoft and Google Documents.

Maintained organization of files and office supplies.

- Answered phone calls and welcomed visitors to office.
- Dispersed incoming mail to correct recipients throughout office.
- Conducted office inventory checks and requested restock of supplies.
- Scheduled cleanings and managed teams, sending calendar invitations and follow-ups.
- Occasionally assisted with inspections of the cleanings for the clients.

## **EDUCATION AND TRAINING**

Certificate: Information Technology

Coursera Jul 2022

Online

Certificate: Heavy Duty Diesel Technology

Gordon Cooper Technology Center Aug 2016

Shawnee, OK

High School Diploma

Thompson Valley High School May 2013

Loveland, CO