

OBJECTIVE

SEEKING TO GET A FULFILLING FULL-TIME CAREER THAT ENHANCES MY DEVELOPMENT BOTH PROFESSIONALLY AND PERSONALLY. WITH MY WILLINGNESS TO LEARN AND GROW I AM FLEXIBLE, ADAPTABLE, AND READY FOR A NEW SUCCESSFUL CAREER.

CONTACT

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EDUCATION

BARAT COLLEGE-BUSINESS MANAGEMENT, LAKE FOREST, IL

SKILLS

- Mentorship
- Leadership
- Instructor
- Project Management
- Customer Service
- Machine Operator
- Caregiver
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Jon Senior

Not afraid to get down and dirty in the trenches, alone or with my team. Comfortable with sleeves rolled up or in a shirt and tie. Strong communication and leadership skills. Experience in a multitude of areas. Willing to learn and grow in career development. Trained in safety and security; Maintained and oversaw accident-free work environments; Advanced computer skills. Adaptable, honest, and flexible. Gaps in Resume are due to being a primary Caregiver.

EXPERIENCE

SHIFT LEAD- ARC WORLDWIDE

FIRESTONE, CO
2023-Present

Directly supervise 2 employees, in the making and supplying material to running machines and servicing equipment when needed.

Assists floor employees in daily operations such as running machines and providing support when necessary.

Ensure production floor runs safely and smoothly

Assists meetings with multiple leads in various roles to ensure that all operations meet quality standards and are in compliance with customers' orders.

TEAM LEAD- CHAZ THE MOVER

BERTHOUD, CO
07/2021-10/2023

Supervised crews ranging from 2-20 employees.

Ensure work orders were carried out per customer's request.

Customer service focused.

Moving/packaging high value products (i.e. servers and other technology equipment) across various locations

Customized shipping containers to ensure products were safely transported

ONSITE PROJECT MANAGER- BLACK FOX CONSTRUCTION

FREDERICK, CO
01/2020-02/2021

Managed daily operations of commercial projects

Met with inspectors during various phases of construction leading up to completion, and ensure that everything is up to code.

Worked closely with all trades onsite to promote safety,

productivity, and ensure work is finished within scheduled time.

Experienced

Continued:

FACILITY OPERATIONS MANAGER- EN FACE STUDIOS

FREDERICK, CO

02/2013-06/2023

Maintaining building and grounds both outdoor and indoor (electrical, landscaping, etc.)

Upkeep preventative maintenance on all systems

Customer service clerical duties

PROJECT MANAGER- EN FACE STUDIOS

FREDERICK, CO

10/2012-02/2013

Converted old church into dance studio.

Involved in every phase from drawing plans to permit approval.

Closely worked with client to utilize space in most efficient way and all goals and objectives were met

Framed out studios; Hung dry wall, textured, painted, and installed flooring, etc.

Managed, supervised ,and assisted trades during construction phases up to completion

PROJECT MANAGER, Bella Construction

Firestone, CO

02/2015 to 12/2015

In charge of daily operations in a development with multi-unit renovations and build outs happening at the same time.

In charge of multiple crews, ordering materials, scheduling inspections and communicating with all relative party's giving updates on progress and potential needs.

COMBATIVE INSTRUCTOR, Self Employed

Frederick, CO

12/2013-Present

Certified instructor in various styles of reality-based self-defense. Mentor, teach, and lead classes from private sessions to large group classes.

Developed and implemented a youth program.

Promote safe space, to tackle real life scenarios that bring awareness and foster self-confidence.

OWNER OPERATOR, JJ's Corner

Frederick, CO

12/2008-02/2012

Hands on owner operator.

Involved in every aspect from; Managing day to day operations, marketing, collaborating with local business/vendors, training, inventory, ordering, bookkeeping, barista, and of course exceptional customer service.

Booked artists from various genres, hosted art shows, and other entertainment.

