

# Jordan Concepcion

## **Machinist - RGBSI, Toolmaker**

Denver, CO

[jconcepcion2204\\_vri@indeedemail.com](mailto:jconcepcion2204_vri@indeedemail.com)

(413) 270 1520

I am an enthusiastic and outgoing self-starter, with strong communication and interpersonal skills. I have a unique perspective to see possibilities, resolve problems with creative solutions, and think quickly while improvising if needed. I Adapt well to changing environments. I am seeking a position in an environment that utilizes my skills and interests, as well as fosters knowledge while offering opportunities for growth.

Willing to relocate: Anywhere

## Work Experience

---

### **Toolmaker/Machinist**

RGBSI, Toolmaker

March 2019 to Present

Supporting production and development, building, and maintenance of production tooling as well as working on tooling for new products. Be able to handle projects from print to part without supervision.

..Programs and sets up machine tools, such as cnc and manual lathes, milling machines, surface grinders, and saws. Machine parts and verify conformance of machined parts to exact specifications.

..Examine standard or previously used dies, tools, and jigs and fixtures, and recommend design modifications regarding construction and function of the part.

..Develop specifications for manufacturing of small parts from general descriptions for specialty tooling. able to draw or sketch design of small products utilizing software such as Esprit, Mastercam, Solidworks

..Provide analytical analysis for all current projects as well as new projects; help determine the best ways to optimize quality and production.

..Able to Program and run machines in production, to assist in machine repairs and co-worker training for proper use of new tooling.

..Set up fixture components for jobs that require NC Machining.

..Understand and have functional use of NC code and NC programming.

..Setting machine origins in accordance with the set-up instructions.

..Work to machine dimensions and maintain close tolerances and correlated dimensions with a high demand for squareness, concentricity, finish and parallelism.

### **Toolmaker/Machinist**

Precision Punch, Toolmaker

October 2018 to March 2019

The same job description mentioned under Edac Tech applies.

### **Toolmaker/Machinist**

Edac Technologies, Toolmaker - Cheshire, CT

January 2016 to October 2018

Studies specifications, such as blueprints, sketches, models, or descriptions, and visualizes product to determine materials required and machines to be used to fabricate parts.

..Computes dimensions, plans layout, and determines assembly method and sequence of operations.

..Measures, marks and scribes metal stock for machining.

..Sets up and operates machine tools, such as lathes, milling machine, and grinder, to machine parts, and verifies conformance of machined parts to specifications.

..Lifts machined parts manually or using hoist, and positions and secures parts on surface plate or worktable, using devices, such as vises, V-blocks, and angle plates.

..Smooths flat and contoured surfaces, using scrapers, abrasive stones, and power grinders, and fits and assembles parts together and into assemblies and mechanisms, using hand tools.

..Verifies dimensions, alignments, and clearances, using measuring instruments, such as dial indicators, gauge blocks, thickness gauges, and micrometers. Works to .0002" tolerances.

..Documents the in-process inspection procedures in accordance with Quality Assurance Procedure 4.10-2.

..Inspects and measures parts to maintain statistical process control charts.

.. And Much More

### **Internship, Multiple Facilities**

Edac Technologies, Toolmaker

July 2015 to January 2016

The internship at Edac Technologies is extremely broad.

### **Spray Foam Installer**

Us Insulation - Danbury, CT

July 2014 to January 2015

Safety-focused

..Prep projects for the application of sprayfoam.

..Provide outstanding service to our customers

..Load and unload materials

..Complete safety checks and job site cleanup

..Work inside crawl spaces, attics, basements and are comfortable with heights

..Able to bend, stoop, kneel, and stand for long periods of time

..Able to work in all types of weather conditions

### **Brand Ambassador**

Mosaic - Manchester, CT

April 2014 to July 2014

Enthusiastically represent Mosaic and Microsoft for duration of program in retail stores

..Engage consumers and share key messages about Microsoft's new Xbox One console

..Encourage customers to purchase the Xbox family of products

..Provide some knowledge transfer to retail sales people

..Present a professional appearance

..Create a "buzz" to gain consumer attention

..Provide detailed feedback on customer interactions and comments

..Create a memorable brand experience for customers

### **Lift Operations Supervisor**

Stratton Mountain Resort - Stratton, VT

November 2013 to April 2014

Deploy personnel to a variety of job sites throughout the resort

- ..Supervise 80 staff members
- ..Interview candidates and assign work
- ..Train staff and ensure compliance with Stratton Mountain policies and guidelines
- ..Address personnel performance issues and resolve problems
- ..Ensure coverage and safe operations of the lift as well as scanning positions to ensure fiscal accountability
- ..Perform lift operational duties as needed
- ..Ensure all paperwork, inventory, and individual personnel equipment and uniforms are managed and accounted for
- ..Scheduling and resolve payroll issues, familiar with Kronos
- ..Address consumer complaints and resolve issues
- ..Ensure equipment is operational and if problems arise they are addressed in a timely manner
- ..Coordinate special events, training sessions, and safety meetings

### **Sales and Service Specialist/ Assistant Manager**

Goodyear - West Hartford, CT

July 2011 to May 2013

Customer solutions from beginning to end

- ..Research customer needs and assists customers to achieve a positive outcome.
- ..Order products and process checkouts according to customer requests.
- ..Completes invoicing; processes payments.
- ..Associate Manager responsibilities
- ..Operational responsibility for the store in the manager's absence.
- ..Complete closing procedure.
- ..Manage night deposit processes.
- ..Organize work flow and general operations.

### **Car Salesman**

Lia Nissan - Enfield, CT

January 2011 to May 2011

Assessed customer needs

- ..Assessed and responded to customer needs, assisted them to secure desired products and services.
- ..Conducted personal surveys to address customer needs.
- ..Organized general operations
- ..Paper work for loans
- ..Paper work for the transfer of products from the dealer to the client.

### **Home Theater Sales Associate**

Best Buy - West Hartford, CT

July 2009 to January 2011

Developed strategies to ensure customer relations and solutions.

- ..Assessed customer needs and assisted them to secure products and services.
- ..Processed orders; replaced stock; managed supplies.
- ..Conducted checkout procedures; ensured customers were offered product protection.
- ..Ensured customer satisfaction through follow-up phone calls and letters.
- ..Chosen Top Sales MVP.

## Education

---

### **Certificate**

Tunxis Community College - Farmington, CT  
October 2018

### **High School Diploma**

Hall High School - West Hartford, CT  
June 2004

### **Introduction to Business**

Manchester Community College - Manchester, CT

## Skills

---

CNC, Manufacturing, Assembly, Machine Operator, fast learner

## Certifications and Licenses

---

### **Advanced manufacturing**

July 2015 to Present

### **Valid Drivers License**

## Assessments

---

### **Mechanical Skills Aptitude — Expert**

June 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.  
Full results: [https://share.indeedassessments.com/share\\_assignment/qq04jkkpulnaj5efp](https://share.indeedassessments.com/share_assignment/qq04jkkpulnaj5efp)

### **Mechanical Skills: Monitoring — Highly Proficient**

June 2019

Measures a candidate's ability to monitor machine indicators in order to ensure safe and appropriate operation.  
Full results: [https://share.indeedassessments.com/share\\_assignment/ld2yhg8tuxr8jftj](https://share.indeedassessments.com/share_assignment/ld2yhg8tuxr8jftj)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.