

Professional Profile

Career Objective

To join a successful, functional team environment where I can grow professionally while helping to grow the organization.

Skills Summary

- Business Administration
- Facilities/Maintenance Management
- Basic Computer Skills (i.e. Word, Excel, CMMS)
- Forklift/Equipment Operation
- Project/Budget Management
- Driving and Delivery

Professional Experience

Primary Functional Expertise

- Business Management
 - Owned and operated businesses in the manufacturing and service industries as well as in the landscape industry. Experience with direct and indirect sales; marketing (low level); finances; as well as all facets of the manufacture and service processes as they related to my businesses and their operation.
- Construction and Mechanical Experiences
 - 5 years labor experience working in the all facets of construction and remodeling industry. Spent approx. 1 year working as a shop mechanic for a large lawn service company (listed below), as well as my many years of personal vehicle & equipment maintenance experiences.
 - Currently operating as material provider and delivery of construction materials via flatbed dump truck.
- Facilities and Maintenance Engineering
 - 4 years experience in the food manufacturing industry as a maintenance engineer/technician.
 - Various manufacturing equipment repair knowledge accompanied by a natural mechanical aptitude
- Excel, Word, Power Point
 - Used in everyday business activities including: sales, marketing, marketing analysis, financial analysis, and all legl documentation preparation.

Secondary Functional Expertise

- Equipment Operation
 - Class C – Flatbed Dump Truck Operations
 - Currently licensed (in-house) forklift operation
 - Experience with various heavy equipment including:
 - Front/Back Loaders, Backhoes, Trenchers, Skidsteers, and Levelers
 - Natural aptitude for equipment operation / driving

Additional Functional Expertise

- Working knowledge of all basic office functions including printing, faxing, E-Mails (Internal & External).
- Past working experience in electronics manufacturing processes and testing.
- Trained and licensed/certified in various equipment operations. Previously trained in track craine, front and back loaders, and forward boom craine truck operations; Previously certified in forklift operations with a capacities range of 3,000 – 100,000 lbs.
- Moffit forklift Certified (current)

Education

Everest University Online – Tampa, FL - *Associates, Business Administration*, 2011

*Graduated April of 2012 – *Magna Cum-Laude*