

New to this area...

I am looking to gain meaningful, long-term, full time, 1st shift employment. With 40 years of employment comprised of 3 main roles, I come to the table with strong "hands on" mechanical skills, proven computer skills, including math and typing. Intuitive diagnostic/problem-solver/maintenance experience. Strong, articulate interpersonal and communication skills, with excellent phone etiquette. I'll pass background and security checks including drug screens, CBI, CBC, and FBI. Strong credit score, clean MVR with unparalleled personal, professional and financial references. Disciplined upper Midwest work ethic-known reputation for quality work, knowledgeable, honest, committed, dependable, reliable, excellent references, a safe, teachable team player-or leader.

#### Work History

**July 1976-Sept 1994**

**United Hospital (Now Altru Hospital)-Grand Forks, ND**

Began as assistant pressman/equipment maintenance, evolved into management. Managed production of 6-man printing dept. Scheduling, inventory/quality control, Purchasing agent/outsourced needs liaison, materials/operating budget, capital equip. acquisition. Developed safe SOP's. Performed staff training, performance reviews.

**July 1989-June 2000**

**RediPrint of Grand Forks, ND**

Owner/operator. Operated/maintained printing presses, paper cutters, folders, stitchers, collators, drills, bindery, laminators, packaging equipment. Responsible for safe, consistent, day to day production/scheduling. Sales, employee training, accounting including A/P, A/R payroll, insurance, quarterly/annual taxes.

**August 2000-Present**

**All Brands Computer Service-Fort Collins, CO**

Computer Technician. Performed over 10,000 PC/Mac (DOS/UNIX) serviced units. Specialize in Laptops. Hardware/software diagnostics, restoration, installation, troubleshooting & upgrades. Provide data recovery & backup solutions. Parts/Inventory. Custom units. Software training, "Green" end of life recycling/disposal. Responsible for accounting, taxes, advertising .

In closing, I can't encourage you enough to check my references. They range in skill sets from former city mayors managing over one billion dollar companies, (Arvid) to one-of-a-kind, top-notch mechanical engineers, (Jay) .

References available upon request or employment offer. Pay requirements: \$36,000/yr. I am currently employed at All Brands Computer Service. Best time to reach me is 9-5 any day at 970-221-4560.

Why interview me? Based on your job description in the ad, I believe my work history and skill set match your needs well...20 years in a manufacturing setting, mechanical background, reliable, excellent inter-personal skills and a committed work ethic.

regards,  
Bill McClafin  
970-221-4560