

James C. Mitchell

September 4, 1960

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Thornton, Colorado 80241

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Objective: To work for a quality organization that will allow me to train, learn and become a productive employee.

Experience:

United States Marine Corps (Corporal E4)

June 1978 – June 1982

Infantryman / Radio man / Fire team leader

Squad Leader / L.A.A.W Section Leader/ Training N.C.O

Winchell's Donuts (Littleton, Colorado)

October 1982 – December 1982

Assistant Overnight Donut Maker

Burger King (Durango, Colorado)

January 1983 – July 1983

Sandwich Maker / Kitchen Personnel

Edelweiss Restaurant (Durango, Colorado)

July 1983 – December 1983

Dishwasher / Kitchen Help

Hunter Brothers Ford (Durango, Colorado)

January 1984 – November 1984

Auto Mechanic Apprentice

Brighton Ford (Brighton, Colorado)

January 1985 - April 1986

Electronic Engine Control Specialist

Full Range Automotive Repair

Exxon Full Service Station (Northglenn, Co.)

May 1986 – March 1987

Full Range Automotive Repair

United Lumber & Hardware (Brighton, Colorado)

April 1987 – April 1991

Delivery Driver / Lumber & Hardware Stocker

Forklift Operator / Customer Service

Crystal Farms Refrigerated Dist. (Hudson, Co.)

May 1991 – December 1993

Assembled & Packaged Food Orders / General

Warehouse Operations / Forklift Operator

DPC Industries (Hudson, Co.)

January 1994 – June 1997

Hazardous Chemical Handler / General Warehouse

Duties / Fork lift Operator

Metro Waste Water Reclamation District (Denver, Co.)

June 1997 – July 2009

Supervise and evaluate line staff / Schedule personnel and approve time cards / Respond and monitor emergency situations / Prepare and Review incident reports / Provide training and mentoring to staff members / Ensure adherence to policies and procedures / Ensure proper training for new employees / Ensured monthly safety training and audits / Trouble shoot mechanical or electrical problems and contact the appropriate repair personnel

Ramey Environmental Compliance Inc. (Firestone, Co.)

March 2010-November 2012

Operated and maintained small water/wastewater facilities (by myself.) in Adams, Arapahoe and Elbert counties / Installed, maintained and read water meters (electronically and manually) / Flushed fire hydrants / Assisted repairing waterline leaks/breaks / Enforced watering restrictions and documented violators / Assisted in installing a new well (Piping, Electrical, Control system & Sampling per State/Federal requirements) / Trouble shoot plumbing, mechanical and electrical problems. Do repairs if possible or contact the appropriate repair personnel.

McDade – Woodcock, Inc. (Denver, Co.)

June 2013 – October 2013

Materials Handler/Tool handler/Warehouse Operations for large electrical contractor. Pull and assemble orders of Construction Electrical Materials and needed Tools. Deliver orders to various areas of job site. Do prefabrication of Control System Panels, Electrical Disconnect Panels, Cable (wiring) Tray Racks. Cut, Bend and Thread Electrical Conduit, all for electricians to install at site. Receive Materials/Tools. Stock or deliver received Materials/Tools. Forklift Operator.

Education:

Red Rocks Community College (Lakewood, Co.)

September 1998 – August 2000

Water Quality Management

25 College Credit Hours

Columbia School of Broadcasting (Arvada, Co.)

September 1985 – January 1987

General Broadcasting / Radio Announcing

Certificate of Completion

San Juan Basin Area Vocational School – Now Called Southwest Colorado Community College (Cortez, Co.)

January 1983 – December 1983

General Auto Mechanic Repair

Certificate of Completion

Greeley Central High School (Greeley, Co.)

September 1975-June 1978

General Studies

High School Diploma