

Frank J. Morfin

7402 Church Ranch Blvd Apt. 412

Westminster, CO. 80021

Phone: (281) 917-9603

E-mail frank.morfin@gmail.com

I am applying for a position within your organization. I have strong vendor relations, management, administrative and organizational skills. I know I can make a significant contribution to your company. As you'll see on the enclosed resume, I am proficient in a variety of word processing programs as well as Fluent in Spanish.

What my resume does not reveal is my professional demeanor and appearance. In a business environment, these qualities are of the utmost importance in dealing with clients as well as co-workers. In me, you'll discover a reliable, detail-oriented and extremely hard working associate, one who will serve as a model to encourage other staff members to demonstrate the same high standard of professionalism.

It would be a pleasure to meet with you so that I might demonstrate how my abilities fit your needs precisely.

Sincerely,

Francisco (Frank) Morfin

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Objective: To gain employment with a company that will utilize my abilities and experiences with a progressive organization offering challenges, stability and opportunities for professional and personal growth

Skills: Proficient in various systems including, but not limited to, Microsoft office, Access, Excel and Word
EPAC CMMS Maintenance Management Software
Programming of databases

Languages: **Fluent Spanish**

Work experience:

May 2006- March 2012 **Southwest Shipyard, L.P.** **Channelview, Texas**

Department Manager:

- Managed Project schedules and employed best management practices for project completions
- Supervisor of split crews of 15-30 employees for paint department
- Created and facilitated Safety training manuals in English and Spanish
- Maintained Environmental records and standards in accordance to ISO 9001, NESHAPS plans and TNRCC/EPA regulations
- Ascertained quality inspection to ensure job specifications are in compliance
- Ascertained bids and budgets for the exterior and interior of barges
- Inventory control of paint supplies and equipment repairs as well as rentals for the yard
- Conducted Paint department paperwork activities in accordance with purchasing, accounting and SWSLP quality and environmental standards

Equipment Operated:

- Calibrated BB50 and BB100 Breathing systems
- Positector 6000 for coating thickness
- Positector DPM for weather conditions
- Warehouse Forklift

2005-2006 **Valvoline** **Deer Park, Texas**

Lab Technician

- Testing of oil blends for specific qualities; such as; viscosity, metal content and freezing point
- Investigated and resolved problem batches that did not meet specifications

Education:

Awards and Honors: 2003-2006 Lee College Baytown, Texas

- AS Math, Physics, and Pre-Engineering
- Phi Theta Kappa Alumni
- Vice President Phi Theta Kappa 2005-2006

References: **Available upon request**