

# Manuel Ruiz

## **LEAD INSTALLER SENTRY INTERLOCK - Complete Service Acknowledgement**

Commerce City, CO 80022

[manuelrr3035\\_mf9@indeedemail.com](mailto:manuelrr3035_mf9@indeedemail.com)

+17202711634

## Professional Summary

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Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

### ABILITIES

Follow OSHA, MOSH and County safety rules and regulations. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies. Write reports, correspondence, procedures and other required documentation that define problems, collect data, establish facts and draw valid conclusions. Operate two way radios. Use computer software and/or applications.

Authorized to work in the US for any employer

## Work Experience

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April 2016 to Present

with proper coding through communicating devices, such as laptop computers and/or hardcopy, review project drawings to obtain all facts necessary to perform installation activities according to specifications, lead efforts for safe working practices for the installation team, communicated the necessary job status data to the management team to assure the successful operation of complete and working systems, knowledge of low voltage cabling, met customer expectations while performing quality installations, bring to the immediate attention of the supervisor all changes, discrepancies and coordination problems that impair installation activities or schedule

### **Assist technicians in set-up/tear-down of equipment**

RADIOGRAPHER NATIONAL INSPECTIONS SERVICE

August 2014 to March 2016

perform routine and preventive maintenance tasks, calibrations and overall equipment and facilities upkeep. Assist with proper documentation and reports of services provided. Operate radiographic equipment under the direct visual watch and supervision. Maintain constant surveillance and immediate control of industrial radiographic equipment at all times while in use. Prevent all unauthorized personnel from being within the restricted area boundaries while industrial radiographic equipment is in use.

### **CREWMAN/WINDOW INSTALLER JMAC WINDOWS**

May 2012 to July 2014

Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools. Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools. Follow established safety rules and regulations and maintain a safe and clean environment. Shape or cut materials to specified measurements, using hand tools, machines, or power saws. Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge. Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.

## Driver

## Education

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### **COMMERCE CITY (HIGH SCHOOL DIPLOMA)**

LESTER ARNOLD HIGH SCHOOL

## Skills

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- Fundraising
- Manufacturing
- Map reading
- Low Voltage
- Customer support
- Underground utilities
- Restaurant experience
- Phone etiquette
- Precision measuring instruments
- Attention to detail
- Climbing
- Math
- GPS
- Materials handling (1 year)
- iOS
- SolidWorks
- Pallet jack
- Construction
- Organizational skills (2 years)
- Cleaning
- Dog handling
- LEADERSHIP SKILLS (2 years)
- Basic math
- Assembly
- Data entry
- Canvassing
- Marketing
- Community engagement
- Quality control processes utilized
- Filing
- Customer service

- Windows
- Communication skills
- Research
- Driving
- Electrical
- LEADERSHIP COMMUNICATION (1 year)
- Sports
- Computer skills
- Quality control
- Team development
- Cash handling
- Microsoft Excel
- Packaging
- Machine operation
- Heavy lifting
- Sales
- Hospitality
- Time management

## Languages

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- Spanish
- Bilingual

## Certifications and Licenses

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### **Driver's License**

October 2022 to November 2027

## Additional Information

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### SKILLS

- Self-motivated, initiative, high level of energy.
- Verbal communication skills.
- Decision making, critical thinking, organizing and planning.
- Tolerant and flexible to different situations.

Other skills -

- Leadership communication skills
- Business leadership skills
- Organizational skills