

Brandon Todd

Warren, MI

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WORK EXPERIENCE

Team Leader

Chrysler LLC - Warren, MI - May 2010 to June 2013

Responsibilities

I was responsible for supervising 25-30 people on the assembly line. I had to make sure that each job was done correctly and to even train other employees when things were not done correctly. I also sent people on breaks and covered their job until they returned. If someone did report to work I was responsible for that job for the day.

Accomplishments

I became Team Leader in under two weeks from when I first started there. When I first started there I went up and down the line and learned every job and how to do it correctly.

Skills Used

I demonstrated my leadership skills and my ability to learn quickly to help me move up the ladder.

Resolution Specialist

Quicken Loans - Detroit, MI - January 2009 to March 2010

Responsibilities

I was responsible for going through at least 100 plus mortgage applications daily to make sure the note was signed correctly and that the agent and buyer signed in the correct spots. I was also responsible for making calls to insurance companies to make sure the right amount of coverage was provided on the property.

Skills Used

I used my computer skills in maintaining this job and to perform the job well.

Help Desk Support

General Motors - Warren, MI - June 2002 to December 2008

Responsibilities

I was responsible for troubleshooting computer problems from GM employees. I was also responsible for changing printer toners and light computer repairs.

Skills Used

I used my knowledge of computers to help me achieve many years in this position.

EDUCATION

N/A in Aviation Flight Science

Western Michigan University - Kalamazoo, MI

2002 to 2006