

Victor Montez Jr  
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January 30, 2019

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Victor Montez Jr

# Victor Montez Jr

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## Objective

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Experienced professional seeking to fill a production and manufacturing position.

## Key Qualifications

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- Communication Skills.
- Honesty.
- Technical Competency.
- Work Ethic.
- Flexibility.
- Eagerness and willing to add to my knowledge base and skills.
- Forklift licensed.
- BOW Training.
- Hazardous materials handling and transportation certification.

## Work Experience

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### Fiberglass Coating Assembly

August 2019 - January 2020

- Fiberglass plug and mold assembly, assemble fiberglass parts, mix different catalyst and resins for fiberglass applications.

### Coating Cell Quality Control Operator, Machinst ,Garlock Pipeline Technologies.

April 2015 - July 2019

- The Coating Operator is responsible for the cleaning, coating, and inspection of products.
- ESSENTIAL FUNCTIONS:
  - • Clean and prepare parts for coating process
  - • Set-up parts and operate spray equipment to apply coating per customers specification
  - • Curing parts as needed based on coating specifications
  - • Perform inspection of parts
  - • Scheduling and execution of work based on work orders and routers
  - • Transacting coated products to next stage in production utilizing Oracle system
  - • Equipment upkeep and maintenance as needed
  - • Specialized testing and training for use of respirators is required for this position
  - • Maintaining a safe, clean, and hazard free work area
  - • Comply with all OSHA and company safety practices and regulations
- CORE COMPETENCIES:
  - • Collaborates - Building partnerships and working collaboratively with others to meet shared objectives.
  - • Communicates effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
  - • Demonstrates self-awareness - Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.
  - • Situational adaptability – Adapting approach and demeanor in real time to match the shifting demands of different situations.
  - • Drives results – Consistently achieving results, even under tough circumstances.
  - • Decision quality – Making good and timely decisions that keep the organization moving forward.

### Assembly Tube Cutting, Aerotek At Got.

March 2014 - April 2015

- Calibrate or adjust equipment such as Mandrel Type Recutters, Miter Saw, Up-cut Saws to ensure quality production of various tubes in a timely but safe and accurate manner using tools such as calipers, Also used as a floater to help in every area of the Assembly Cell

**Production Assembly, Aerotek At Carefree Of Colorado**

Feb 2014 - March 2014

- Assembled and packaged RV awnings in a very fast paced environment, Using Up-cut chop saw for aluminum tubing as well as using various air powered tools.

**Flagger, Rocky Mountain Flagging**

April 2013 - Feb 2014

- Monitored the safety of all construction activities, making on-site personnel and pedestrian/traffic safety the top priority.

## **Education**

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**High School Diploma**

June 2001

Denver North High School

- Graduated with a diploma.

## **References**

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Available upon request.