

Geoffrey Brown
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Objective

To build a long term career while using my skills to achieve the company's goals.

Professional Experience

Magnum Manufacturing Corporation

Pleasant Grove, UT

Production Manager/Draftsman

2009 - 2015

Drafting and designing shop drawings of all concrete and steel products. Coordinating with clients and management team to ensure finished products are built correctly and in a timely manner. Using QuickBooks to send out quotes for perspective projects. Using excel to schedule production, manage labor/material costs, keep track of and order inventory, etc. Hiring, training, and managing production crew. Operating and training others on cranes, forklifts, iron workers, shears, saws, etc.

Legacy Design Group

Orem, UT

Project Manager

2004 - 2009

Managed projects which included designing, drafting with AutoCAD, having knowledge of building codes/city requirements, producing complete residential construction drawings, and coordinating with the clients, cities, engineers, contractors, and sub-contractors. Trained all new employees and interns. Used QuickBooks to create invoices, collect payments, manage company funds, pay bills, and distribute payroll. Used Photoshop, Microsoft Word, and the Internet to create marketing materials.

JC Penney

Provo, UT

Sales Associate/Replenishment Team

1999 - 2004

Stockroom duties included receiving loads, preparing merchandise, and processing returns/charge backs. Sales floor duties included sales, customer service, maintaining a clean and orderly department, using cash register and processing catalog orders. Replenishment team duties included keeping racks and shelves stocked with merchandise, maintaining store displays, and helping with stock room and sales floor as needed. I trained and managed all new employees and temporary workers.

Education

Utah Valley University

Orem, UT

General Education

Attended 2003

Dixie State College

St. George, UT

General Education

Attended 2002

Provo High School

Provo, UT

High School Diploma

Graduated 2001

Skills

AutoCAD

Critical Thinking

Customer Service

Manager

QuickBooks

Time Management

Self Motivated

Forklift

Microsoft Office

Conflict Management

Attention to Detail

Quick Learner

Windows

Communication

Tools and Equipment

References available upon request