

# Everett De Bree

## **Motivated Air Force Veteran with Administrative and Logistics Experience**

Las Vegas, NV 89148

[everett.debree@gmail.com](mailto:everett.debree@gmail.com)

5622429216

Authorized to work in the US for any employer

## Work Experience

---

### **Notary Public Signing Agent**

Self-Employed - Riverside, CA

February 2021 to Present

- Verify identification documents and ensure they are accurate and unexpired.
- Remain familiar with current notarial laws and maintain standards through updated training.
- Administer oaths and inform signers of the notary public's capacity.
- Explain complex documents to signers in a clear and understandable manner.
- Maintain security and confidentiality of documents containing sensitive information.
- Record all pertinent information in notary journal.
- Collect fees.

### **Machine Operator**

New Life Forest Products - Bellemont, AZ

July 2021 to October 2021

- Operate, load, and maintain machinery to ensure maximum production rates
- Annotate production and downtime reports
- Train laborers on machine operation and safety and direct tasks as needed

### **Machinist Operator**

All Ways Machining - Santa Fe Springs, CA

April 2019 to January 2020

Produce metal parts daily meeting customers' monthly demands.  
Provide maintenance of machines ensuring they are outfitted with new tooling and kept clean.  
Log daily numbers for accuracy of output.  
Assist in the cleanliness of the shop.

### **Window Washer**

HB Window Washing - Huntington Beach, CA

May 2017 to April 2019

- Thoroughly clean full structure of windows at residential and commercial properties
- Utilize step and extension ladders in the safest manner possible
- Prepare cleaning solution and all required equipment
- Provide a high level of customer service and offer to wash any applicable glass furniture through upselling
- Maintain and clean company vehicle

- Calculate proper estimates for prospective properties
- Collect and calculate payments from finished job sites

### **Back of House Team Member**

Fortune Cookies Chinese Bistro - Orange, CA  
May 2015 to December 2016

- Package and deliver meals in a timely fashion
- Assist front of house with food running and dining floor cleanliness
- Constantly maintain and monitor kitchen cleanliness
- Responsible for opening and closing the restaurant
- Properly handled cash and closed out sales daily
- Trained new employees on proper procedures and protocol

### **Security Forces Member**

United States Air Force - San Antonio, TX  
January 2008 to December 2011

- Led law enforcement and security patrols in physical security, protection of assets, and arresting and investigative procedures
- Managed the on-base armory ensuring full accountability of all weapons, armament, and equipment
- Planned and determined efficient routes and medical drop-off points for security, medical, and fire responders during emergency response situations
- Dispatched the proper police and security patrols to domestic and flight line incidents
- Oversaw and conducted vehicle searches and inspections
- Conducted monthly inspections on weapon maintenance and cleanliness
- Handled multiple phone lines and in-person reports, filling out applicable paperwork required for each particular situation
- Complete daily event report and review for any corrections before submitting to superiors

## Education

---

### **Certificate in Renewable Energy and Communication Towers**

Airstreams Renewables Inc - Tehachapi, CA  
April 2017 to May 2017

## Skills

---

- Manufacturing
- CNC
- Inspection
- Microsoft Office
- Typing
- Multi-line phone systems
- Document review

## Military Service

---

**Branch: Air Force**

Service Country: United States

Rank: Senior Airman

January 2008 to December 2011

Honorably Discharged

## Assessments

---

**Customer focus & orientation — Proficient**

July 2021

Responding to customer situations with sensitivity

Full results: [Proficient](#)

**Manufacturing fit — Expert**

July 2021

Measures the traits that are important for success in manufacturing roles

Full results: [Expert](#)

**Data entry: Attention to detail — Familiar**

February 2020

Maintaining data integrity by detecting errors

Full results: [Familiar](#)

**Work style: Reliability — Proficient**

June 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

**Spreadsheets with Microsoft Excel — Proficient**

November 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

**Verbal communication — Highly Proficient**

October 2019

Speaking clearly, correctly, and concisely

Full results: [Highly Proficient](#)

**Work motivation — Expert**

October 2020

Level of motivation and discipline applied toward work

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.