

# James Morgan

jmorgandell@gmail.com  
Contact #:(425)322-6714

## **SUMMARY:**

Local candidate with strong manufacturing assembler and shipping and receiving experience. Excellent interpersonal and communication skills, strong ability to provide directions on problems analyses, and attention to detail.

## **SKILLS:**

- Skilled metal worker and machining familiarity.
- Experience with Microsoft Office Applications and Sharepoint.
- Proficient knowledge of Virtualization software such as VMware and Hyper-V. SAN and NAS. SQL.
- United States Naval training for Cryptologic Operations.
- Excellent team player.
- Expert in safety rules and operation.
- Accurate, dedicated, critical thinker and an Excellent team player.

## **EXPERIENCE:**

### **Technician - Peak Systems Inc**

**August 2014 - Present**

- Install HPW Setups, monitors, and power supplies.
- Computer tech support and IT Solutions.

### **Scheduler Coordinator – Universal Language Service**

**Jan 2015–Oct 2018**

- Coordinate with foreign language interpreters and clients to schedule in-person translators.
- Support for interpreters on questions regarding location and aspects of interpreting sessions.
- High volume paperwork and data processing for Billing Department.

### **Order Selector – Terex**

**Feb 2014 – Nov 2014**

- Noting current stock of replacement parts and hardware for heavy farm and construction vehicles and machinery.
- Move heavy machinery with vertical lifting warehouse electric vehicles.
- Improvise and did overhauls for the creation of revised work protocols and procedures.

### **Technician – Hino Motors**

**June 2013–Feb 2014**

- Assembling and manufacturing parts for mid-sized Toyota vehicle's rear axle assembly.
- Transporting parts and finished hardware to docking bays for shipping.
- Training new employees on safety protocols and day to day work procedures.

### **Bulk Order Filler – Family Dollar Distribution**

**Oct 2012–Mar 2013**

- Received and delivered merchandise to key areas of warehouse to be sent out to stores within the region.
- Handle orders for goods and services.
- Take order slip to stockroom or distribution center and locate item.
- Pick merchandise from warehouse shelves.
- Pack merchandise and ensure it will not break by including bubble wrap, foam, and stuffing.
- Check inventory to ensure order can be fulfilled.

**References Available Upon Request**

