# **Quilan Z. Jones**

**401 S. Emporia (316) 265-5211 ext. 208**

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SUMMARY OF QUALIFICATIONS

* Extremely hard working and enjoys taking on new challenges
* Ambitious and energetic employee
* Self-motivated and diligent worker
* Very punctual with a strong work ethic
* Willing to accept any overtime opportunities
* Great attention to detail
* Comfortable working alone or in a team environment

PROFESSIONAL SKILLS

* Machine Operator
  + Wiring harness braiding machine
  + Able to read blue prints
  + Quality control
  + Trained new staff of machine operation
  + Light maintenance and repair
* Sewing
  + Single/Double/Tandem sewing machines
  + Surger/Hemmer/Button Machine/Bar Tagger
  + Programmed machines
  + Quality Control
  + Light machine maintenance
* Lawn Care/Maintenance
  + Operated mowers and trimmers
  + Planted and maintained flower beds
  + Painted and striped roads and paths
  + Cleaned park and common areas
  + Painted exterior walls and trim
* Janitor/Commercial Laundry
  + Operated commercial washers and dryers
  + Sorted laundry
  + Folded laundry
  + Light maintained and repair
  + Organized laundry and returned to owner

WORK EXPERIENCE

* State of Kansas Janitor/Custodian Hutchinson, KS 2015 – 2016
* Cleaned and sanitized floors, bathrooms and other areas in an institutional setting
* Operated high and low speed buffers to polish and maintain floors
* Electrix, Inc. Braider Operator Hutchinson, KS 2010 – 2015
* Operated a wire harness braiding machine to produce commercial wiring products
* Maintained the machines and trained new employees on operation, inspected products through assembly
* State of Kansas Laundry Worker Hutchinson, KS 2008 – 2010
* Worked in a commercial laundry facility operating large industrial washers and dryers
* Sorted, cleaned, folded and pressed laundry for over 500 customers daily
* State of Kansas Greenhouse Worker Hutchinson, KS 2006 – 2008
* Worked in the greenhouse and garden areas, maintaining and tending to a variety of plants and flowers
* Planted, watered, fertilized and performed many other gardening tasks to ensure healthy growth
* Impact Design Sewing Machine Operator Lansing, KS 2005 – 2006
* Operated numerous industrial sewing machines including single, double and tandem machines
* Also ran surgers, hemmers, button machines and bar taggers to produce a variety of clothing items

WORK EXPERIENCE

* Barton Community College General Studies Ellsworth, KS 2003 – 2004
* Highland Community College General Studies Topeka, KS 1997 – 2000