

**Steven J.Sheldon**  
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## Objective

Seeking a challenging position that will allow me to utilize my eight plus years of experience and knowledge of mechanical, leadership and organizational skills. I'm a highly motivated individual and a team player with great communication skills. These acquired skills along with various others will allow me to contribute to the on going success of the company.

## Experience

### Heritage Springs Comm.Assoc., New Port Richey, FL

April 2008 to April 2015

#### Senior Equipment Specialist

Maintain golf course equipment, such as mowers, Toro equipment, golf carts, bob cat T200, Kubota M4700. Utilized spread sheets to keep records of repairs and maintenance as they are completed on all equipment. Purchase parts for equipment as needed and for stock while staying within the allocated budget. Provided directional leadership to green keepers on the procedures for everyday care of equipment. Worked closely with management regarding all quarterly department meetings on regulations and upcoming events and projects, such as golf tournaments and special events.

### Country Wide Mortgage, Tampa FL

March 07 to August 07

#### Indexing Technician

Properly index mortgage documents for the collateral analysts on site in a timely fashion while keeping an extremely low error rate. This resulted in zero reworking of files.

### Heritage Springs Comm.Assoc., New Port Richey, FL

#### Senior Equipment Specialist

August 04 to March 07

Maintain golf course equipment, such as mowers, Toro equipment, golf carts, bob cat T200, Kubota M4700. Utilized spread sheets to keep records of repairs and maintenance as they are completed on all equipment. Purchase parts for equipment as needed and for stock while staying within the allocated budget. Provided directional leadership to green keepers on the procedures for everyday care of equipment. Worked closely with management regarding all quarterly department meetings on regulations and upcoming events and projects, such as golf tournaments and special events.

#### Greens Keeper

September 03 to July 04

Maintaining the grounds of the golf course, operating various mowers and tractors. While also, caring for equipment and reporting all mechanical problems to the Senior Equipment Specialist.

### P.A.W. Materials, New Port Richey, FL

January 03 to July 04

#### Laborer

Began as a general laborer digging ditches on site. Sorting through recyclable materials as dump trucks off loaded before it went into the crushers to be developed into other construction materials to be sold to construction companies. In March of 2003, I was trained to operate one of the company's three concrete crushers at the site.

### Tampa Bay Downs, Odessa, FL

November 01to December 02

#### Concession Runner

Transport supplies to the various concession stands on property, take inventory at stands of what is needed, receive daily deliveries and put stock away after reporting to manager what was received.

## Education

### Reboot

to June 2015

Completed an intense nine week course on computer programming.

### Edutech, Clearwater FL

March 02 to May 02

Completed the first six week portion for Microsoft works at the top of the class.

### Gulf High School, New Port Richey, FL

May 2000

High School Dipoloma