

# Jordan Collins

Newmarket, ON

[jordancollins759\\_9dv@indeedemail.com](mailto:jordancollins759_9dv@indeedemail.com)

289-886-2179

I am seeking an opportunity within the logistics industry that will allow me to progress into a management role by utilizing my skills and experience that I have acquired throughout various positions in my career.

## SKILLS:

- \* Able to perform and work well under pressure
- \* Keen eye for detail and an analytical way of thinking
- \* Encouraging & demonstrating reasonable risk taking
- \* Develop solutions; Taking action to achieve goals beyond what is required
- \* Self-motivated and conscientious.
- \* Excellent interpersonal, time management and organizational skills
- \* Exemplary use of Windows, Microsoft Office, and internet databases
- \* Forklift Counterbalance Certification

## Work Experience

---

### **Quality Technician**

ALLTEMP PRODUCTS

November 2018 to August 2020

- Use vast array of tools and equipment to build, repair and maintain various HVAC equipment.
- Use mathematical equations and comparison to approve or disapprove motors used in the HVAC field. For example: Horsepower, watts in vs watts out etc.
- Transport, fill and load various dangerous goods while abiding by regulations outlined by Dangerous goods guidelines.
- Perform quality checks on various goods and products.
- Use product blueprints to verify, certify and approve numerous products.
- Troubleshoot, sort and purge inventory in-order to implement preventive action for all vendor quality issues based in facility.
- Keep record and manage stock for facility for defective merchandise.
- Accurately picked, packed, and shipped finished goods to customers and sales reps while updating inventory and following related policies and procedures.
- Identified and communicated material and inventory issues or shortages to mitigate production disruptions.
- Facilitated shipping and receiving procedures at HVAC company that develops, manufactures, and sells innovative heating and ventilation systems.
- Requested and managed shipping supplies and materials to facilitate stock inventory management.

### **Quality technician**

INTEVA PRODUCTS LLC

August 2016 to November 2018

- Use various types of machinery to repair, build and assemble a vast array of automotive assemblies.
- Develop action and contingency plans as countermeasure for customer reported issues.
- Developed and implemented quality standards for inspection and testing through utilizing knowledge in the engineering field.
- Worked closely with shift supervisors to keep open communication on active quality and production issues. Ensuring common practices are followed through to next shift.
- Apart of the continuous improvement team that brought the company a \$200,000 monthly profit where there was deficit for previous 8 months.
- Conduct various measurement studies of manufactured products to ensure they are developed according to specifications within design prints.
- Maintain daily records of on-going quality issues and processes.
- Obtained numerous workplace certifications such as: ergonomic awareness & responsibilities, General Data Protection Regulation, Diversity and Social Engineering.
- Implement production trial builds, Temporary work orders and Engineering work orders.
- Conduct various audits based on standard work, 5S and quality standards.
- Develop knowledge of plastic injection products including quality standards.
- Conduct quality control on plastic injection molding machines as well as assist in tooling changes.

### **Final auditor**

MARTINREA AUTOMOTIVE SYSTEMS

May 2013 to January 2016

- \* Determine and develop base knowledge of engineering designs and blue prints for various suspension modules.
- \* Oversee Inspections, audits and manufacturing of various automotive assemblies for delivery to customer.
- \* Signify breakpoints to line leaders, production employees and other staff. Attend the assembly of such parts to ensure correct manufacturing is being used.
- \* Perform various administrative duties, including; contacting vendors and customers through telephone or email.
- \* Ability to without a doubt know assemblies for various automotive parts and models.
- \* Use various types of machinery to repair, build and assemble a vast array of automotive assemblies.
- \* Oversee Production trial runs and Non-conformance reviews.
- \* Conduct various types of audits through computerized programs or physical copies.

### **Lead hand (supervisor)**

THE PIC GROUP

July 2011 to January 2013

- \* Supervise various sorts or reworks while ensuring quality satisfaction until completion.
- \* Co-ordinate internal and external contracts to ensure that quality tasks are being completed in a timely manner.
- \* Supervise various groups of staff, usually 5-8 members.
- \* Perform various administrative duties, including payroll and data entry.
- \* Ability to reach daily quotas within allotted time.
- \* Train, Mentor and guide new employees.

## Education

---

### **AEC / DEP or Skilled Trade Certificate in Social Service Work**

Sir Sandford Fleming College - Peterborough, ON

2011 to 2013

## Skills

---

- Calipers
- ISO 9001
- Quality Control
- Quality Inspection
- Manufacturing
- Coordinate Measuring Machine
- Quality Assurance
- Micrometer
- Laboratory Experience
- PPAP
- Root Cause Analysis
- Internal Audits
- Forklift

## Awards

---

### **Ontario Scholar Award**

January 2011

Obtain Average of 80% in any ( 6 ) university preparation or academic courses.

## Certifications and Licenses

---

### **Forklift Counter Balance Certification**

October 2019 to October 2021