**Collan Knutson**

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**Career Profile:**

A highly talented, intelligent, and driven worker driven to succeed and promote prosperity for the employer. Willing to work as earnest as necessary to meet objectives, currently seeking a challenging position at an employer to grow professionally and personally with employees who enjoy their job to promote team driven goals and effectiveness.

**Professional Strengths:**

* Highly self-motivated, goal-driven, and competitive
* Possess strong written and verbal communication skills
* Competent in maximizing productivity using Microsoft Office Suite
* Detail oriented and strives to maintain the highest level of accuracy in all aspects of the job
* Follows through all tasks and objectives to the end of the project even if others have left
* Driven to continue to learn and do the best job possible and always strive to progress my career
* Highly proficient in deductive reasoning and problem solving
* Ability to process and sort through large quantities of information quickly for the best possible solution to any given problem
* Large knowledge base of many different topics and willingness to add more to effectively prosper at a given project

**Professional Experience:**

**Herzog-Meier Auto Center, Beaverton, OR**

2009 to Present

Motorsports Division Parts Department Manager

* Completes parts requests consisting of parts and labor quotes of pricing and availability
* Manages a stocking inventory of fast moving parts to increase technician productivity
* Acquires and purchased OEM and aftermarket parts at the best possible profit margin and fastest time of arrival to increase shop productivity and profit
* Operates software such as ADP, Microsoft Office, and Internet explorer quickly and effectively to contribute accurate record keeping, filing, interdepartmental communication, problem solving, and effective time management
* Searches for prices and availability from all possible avenues if necessary for the used car department’s used car refurbishment and restoration
* Processes invoices and operates debit card machine to bill individuals and businesses

**United States Air force Reserves, Joint Base Ft. Lewis-McChord, Lakewood, WA**

2006 to Present

Journeyman Crew-chief

* Responsible for 100% accuracy with aircraft repair and refurbishment
* Maintained detailed records and communication in order to expedite scheduled maintenance
* Volunteered in the planning and set up of the 2007 Family Day picnic and received admirable recognition by the squadron commander
* Accrued 7 medals over time in service, including meritorious service for outstanding job performance, the global war on Terrorism service medal for being activated for a period longer than 60 days and heavily contributing to the successful support of overseas soldiers, and 2 accruals of the meritorious unit award for exceptionally meritorious conduct in the performance of outstanding service.
* Quickly and accurately assisted in 2 main gear changes due to surface corrosion, one engine change, one vertical stabilizer change, hundreds of hours of detailed aircraft inspections and documentation and many successful launch and recoveries of mission support aircraft.

Education:

* Bachelor’s Degree in Psychology, School of Arts, Washington State University, 2008
* USAF Basic Training Certificate, Lackland AFB, San Antonio Texas, 2006
* C-17 Crew Chief Journeyman Mechanic Certification, McChord AFB, Lakewood Washington, 2006
* Completed many management, organization and sales increase workshops