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| Donald L. Hartung  (503) 449-7021  PO BOX 717 GRESHAM, OR 97030  pepsinotcoke1@msn.com |  |

Objectives

To obtain a job in which I can continue to use my supervisory skills and knowledge I have learned over the last twenty years, and to learn and develop new skills along the way.

Education

* Vocational Certification/Degree in Brotherhood of Carpenters and Joiners Civilian Conservation Center; Estacada, OR US;
* Reynolds High School; Portland, OR US; Jun 1985; Diploma/GED

Experience

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|  | IMPERIAL MANUFACTURING INC, PORTLAND, OR (Jul 1992 to Mar 2013)  **SUPERVISOR** |
|  | I HAD TO SUPERVISE 21 PEOPLE IN THEIR JOB DUTIES. |
|  | Barrett Business Services, Portland, OR (Jan 1988 to Mar 1990)  **GENERAL LABOROR** |
|  | Worked at various companies doing odd jobs. |
|  | Gunderson’s, Portland, OR (Jun 1985 to Sep 1987)  **WELDER** |
|  | Prefabricated railroad cars Forklift driving |

Misc.

* I have attended classes for continued education and have implemented the following into my job- The Principals of Lean Manufacturing, Value Stream Mapping, Problem Solving Processes, OSHA Hazardous Communications, Emergency Action Plans, Lockout Tag-out Procedures, Personal Protective Equipment (PPE) OHSA Inspections. Business Math for Manufacturing at Mt. Hood Community College. I have also been involved with the SAIF Corporation seminars.

Computer Skills

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| **Keyboarding Speed** |
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| * type 10 to 20 words per minute  |  | | --- | | * word processing software | | * Word | | * spreadsheet software | | * Excel | | * email software | | * Outlook | | * database software | | * Access |  * bookkeeping software  |  | | --- | | * desktop publishing software | | * PowerPoint | | * Adobe Acrobat Reader | | * Adobe Photoshop | | * flow charting software | | * Microsoft Visio | |

Occupational Achievements

* Supervisor of The Year in 2005, 2006, 2007, and 2011
* Revolutionary Performance in 2008
* Versatility Award in 2009

Refrences

* Jeff Earls- (971) 570-6316 Family Friend of 20 years.
* Tammy Wernlie- (503) 702-5893 Family Friend/Previous Co-worker 29 years.
* Faith Egli- (503) 804-9214 Family Friend of 14 years.