Staffing Solutions, LLC

K-Counsel®

610 SW Broadway, Suite 500

Portland, Oregon 97205-3406

Date: 07/12/13.

To whom it may concern,

I am writing to you today to inform you of my desire to earn your manufacturing position and to highlight my unique qualifications for it. I have recently earned a Bachelor’s of Science degree in Standard Physics from Southern Oregon University. During my studies I developed an appreciation for industrial products. I want to dive into real world industry work in the Portland area.

Since I live in Southern Oregon I want to address relocation funding. I have determined that a move to the Portland area would cost me about $2,000. My savings can easily meet this requirement; I have a well maintained RV ready for departure as well. So, I need no special compensation. In fact, I cannot wait to start such a move.

I have worked in an assembly line for about six months. I know how to narrow my focus, perform a single task repeatedly and simply trust that other team members do likewise. As such, I can quickly estimate dimensions and I have a talent for visualizing the arrangement of mechanical components and I can use that to refine your assembly techniques. I thrived in a food production environment in which sanitary garments were always worn and sanitation procedures were required.

Please contact me if you have any questions or if you need additional information. I eagerly await your decision. Thank you very much for your consideration!

Sincerely,

Steven Robert Reddell

Education:

Southern Oregon University: Bachelors of Science, Standard Physics, June, 2012.

Work History:

**The Home Depot**

Phoenix, Oregon

Special Services Associate

Place special orders for customers, direct customer calls to store departments, handle product purchases and returns, assist in other departments and load products for customers. Supervisor: Kelly Shawhan.

04/09/2013 to 06/28/2013.

**Harry and David**

Medford, Oregon

Order Entry/Customer Service Employee

Place gift orders over phone while quickly entering data and speaking with customers. I also offered refund/replacement services for customers via in-bound phone calls. Supervisor: Mark Eckhardt.

10/09/2012 to 12/22/2012

**Harry and David**

Medford, Oregon

Machine Operator

Operated, calibrated and maintained an L-sealer machine for specialty food wrapping. Boxed and stacked packaged goods. Required a firm understanding of arithmetic and a talent for troubleshooting mechanical problems as well as the ability to estimate dimensions accurately and quickly. Supervisor: Jonathon Moore.

08/21/2012 to 09/25/2012

**Rogue Book Exchange**

Medford, Oregon

Book Sorter/Inventory Person   (Unpaid)

Alphabetized and sorted donated books, organized to-be-sold books.

Supervisor: Jan Martin.

08/2011 to 07/2012

**Southern Oregon University**

Ashland, Oregon

Youth Instructor

Design/performed demonstrations and activities for a science of explosions class for kids between eight and twelve years old. Supervisor: Stephanie Butler.

07/25/2011 to 07/29/2011

**Southern Oregon University**

Ashland, Oregon

Grader/Lab Assistant

Set up labs for general physics and other physics courses for non-science majors. I also graded for a basic acoustics course. Supervisor: Dr. Peter Wu.

04/05/2010 to 06/15/2010

**Leave Your Mark**

Talent, Oregon

General Labor/Salesperson

Assisted customers, organized landscape material by hand and with a Hyster. Supervisor/Owner: Pete.

08/18/2008 to 08/31/2008

**Harry and David**

Medford Oregon

Food Packager

Boxed and wrapped specialty foods and candies for shipment and consumption.

07/11/2007 to 08/30/2007

**Job Council/Medford Construction Academy**

Medford Oregon

Trainee

Completed assignments such as: roofing, framing, wiring, concrete finish work, siding and architectural drawings.

06/20/2005 to 08/11/2005

Academic Honors/Awards and Certificates:

Oregon Batzer Construction Academy: Program Graduation: 06/15/2005-08/11/2005.

Oregon Freemason Scottish Rite Foundation Scholarship: August 20, 2009.

Outstanding Academics and Leadership in Physics Award for May 2010-2011.

Sigma Pi Sigma Honors, Southern Oregon University Chapter, 11/25/2010.

National Career Readiness Certificate: gold level: 04/05/2013.

Special Skills:

Skills in building/using: RF identification scanners, labeling machines, box tapping machines, RC and RLC circuits, digital counters, digital multimeters, logic probes, drill presses, laths, 100/140 Watt soldering guns, static protection wrist bands, Word, Excel, Powerpoint, Matlab, PSpice and Paint.

References:

-Dr. Peter K. Wu, Professor and Coordinator; Department of Physics and Engineering; Southern Oregon University. 541-552-6492.

-Dr. Ellen Siem, Sr. Instructor; Department of Physics and Engineering; Southern Oregon University. 541-552-6489.

-James Rittenbach, Instructor; Science Department; Rogue Community College. 541-245-7513.

-Tanya, Human Resources Coordinator; The Home Depot. 541-512-1458, Ext: 077.