

JARED BUTTREY

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Professional Summary

Recently, I gained experience as an installer in the flooring industry as well as in carpentry. Days consisted of assessing job sites for needed materials, demo-ing and prepping the areas of work, and completing the necessary job whether flooring by tile, LPV, or wood and other remodels of bathrooms or outside house projects such as side paneling.

Accomplished automotive shop general manager and president with 15 years of experience in coordinating the work of automotive maintenance, supervising staff, conducting maintenance/testing procedures ensuring vehicle maintenance standards are upheld, evaluating maintenance costs, solving customer complaints, ordering parts or supplies, preventing operational delays during repair works, hiring and training new staff, and assuring maximum maintenance efficiency to customers and company finances. Utilizes a professional hands-on approach to increase sales revenue and productivity.

Spent 10 years working side by side with law enforcement and medical investigators by being properly trained on the procedures of handling and caring for the deceased. Drove a medical transport van to and from the location of the deceased and took precautions on and off the scene to ensure the person was in good care.

Skills

- Very strong communication and negotiation skills
- Customer and personal service
- Administrative and management
- Adept in troubleshooting
- Cost control
- Problem solving
- Documentation and records
- Inventory management

Work History

Installer- April 2023 to Present

Mountain Flooring- Tehachapi, California

- Carry out instructions for demolition, prepping, and installation of specific jobs ranging from flooring (i.e., Tile, LPV, wood, etc..) to house siding and framing jobs.

- Clean up job sites
- Locate tools and supplies whether on the job site or local hardware store.

President - October 2021 to December 2022

Potter Industries - Farmington, New Mexico

- Oversee day to day company operations
- Carry out changes to the company's procedures and organization
- Effectively manage company finances
- Head weekly professional development meetings, enforce attendance and conduct policies, and foster a welcoming environment

General Manager - January 2013 to December 2022

Potter Industries DBA American Car & Truck Care - Farmington, New Mexico

- Interview and hiring of auto technicians and general service technicians to support operations and company growth
- Supervision of 7+ employees – duties to include work scheduling, pay roll management and submission
- Preside over daily and weekly meetings to identify areas for improvement, set milestones, and customize products for specific goals such as part and labor gross profit, jobs written, average repair order, jobs written/done
- Purchase parts/supplies and manage parts and equipment inventory

Service Advisor – January 2007 to December 2022

American Car & Truck Care - Farmington, NM

- Welcome customers and make general assessments of vehicle issues
- Ascertain automotive problems and services by listening to customer's description of symptoms; clarify description of problems; conduct inspections; take test drives; check vehicle maintenance records; examine service schedule
- Prepare repair orders (RO) by describing symptoms problems and causes discovered as well as repairs and services required; obtain approval signatures; entering RO into service database system for customer and fleet vehicles
- Develop estimates by costing materials supplies and labor

Tire & Lube Technician – December 2004 to December 2022

American Car & Truck Care – Farmington, NM

- Perform routine inspections and maintenance on customer vehicles such as oil changes, brake inspections, and alignment checks and tire service
- Rotate, test, repair and replace all brands and styles of automotive tires and wheels
- Repair and service automotive HVAC systems
- Maintain balancing and tire removal shop tooling and equipment

Transportation Officer- December 2011 to December 2021

Brookwood Transport-San Juan County, New Mexico

-Trained with the Office of Medical Investigators on the care and handling of a person after death

-Observed and carried out any procedure necessary to assist law enforcement and OMI on investigative techniques to help carry out on scene more efficiently

-Prepped and readied a person's body after passing

Education

- UC Berkeley- Certificate of Completion-Full Stack Software Development- October 2023
- General Studies - Associate of Arts – 2010 San Juan College - Farmington, NM
- High School – 2000 Carlsbad High School - Carlsbad, NM

Certifications

- Michelin Sales and Training
- 1234YF freon certified
- Napa brakes certified
- Tier I/II Bilingual Certificates
- 50 WPM Certificate

Special Skills/Accomplishments

Bilingual

Able to lift heavier weight

Eagle Scout

Served two-year mission for The Church of Jesus Christ of Latter-Day Saints