

Jonathan Taylor
652 Mill Wood Blvd
Marysville Ohio 43040
(937)673-7969
Mrjrtaylor00@gmail.com

My skills and accomplishments include but are not limited to:

- Providing respectful & competent service to customers/clients.
- Exceptional communication and teamwork skills.
- Hardworking and goal oriented.
- Able to grasp new concepts quickly.
- Adaptability in a variety of circumstances & situations.
- Creating a positive environment and reputation for coworkers and organization.
- Continuing education and research in areas of professional expertise.

Jonathan R. Taylor

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Hard working, reliable, and adept in a variety of areas. Employee seeking the opportunity to apply diverse skill set, knowledge & experience in a fulfilling career.

- Procedures implementation
- Transporting and Delivery System
- Installations
- Employee training
- Organization and cleaning
- Sales presentations
- Operational improvements
- Equipment inspections
- Staff training
- Staff leadership and direction
- Equipment setup and maintenance
- Troubleshooting and resolution
- Invoice verification

Garage Door Technician, Columbus Door Sales**08/2019- Present**

- Updated daily logs with hours and materials used.
- Kept appropriate inventory level of new systems and replacement parts to meet all job requirements.
- Measured and estimated jobs in order to calculate fees. Educated homeowners about proper care and maintenance of garage door systems.
- Diagnosed problems and completed timely repairs. Monitored social media and online sources for industry trends.
- Negotiated agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

Garage Door Technician, Wayne Overhead Door Sales**09/2014-08/2019**

- Updated daily logs with hours and materials used.
- Kept appropriate inventory level of new systems and replacement parts to meet all job requirements.
- Measured and estimated jobs in order to calculate fees. Educated homeowners about proper care and maintenance of garage door systems.
- Diagnosed problems and completed timely repairs. Monitored social media and online sources for industry trends.
- Negotiated agreements between employees to clarify misunderstood directions and resolve conflicts affecting performance.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

Insurance Sales Agent, Allstate Insurance**11/2009-09/2012**

- Met with walk-in policyholders to address and resolve complaints.
- Conducted research on insurance packages and investment options to generate client recommendations.

- Determined financial needs by assessing existing coverage and aligning new products and services with long-term goals.
- Worked closely with external partners and members of local community to create continuous client referral sources.
- Approached potential clients by using direct marketing techniques, including mailings and phone contacts.
- Upsold additional products and services after identifying customer needs and requirements.
- Displayed consistent, positive attitude towards customers, peers and other personnel, even during high-stress situations.
- Followed up with customers on unresolved issues.
- Collected all premiums on or before effective date of coverage.
- Calculated quotes and educated potential clients on insurance options.

Assembly Technician, Ask Power Sports

06/2008-10/2009

- Inspected all work for quality and compliance with design standards.
- Executed regular tests and inspection procedures to ensure products were formed in accordance with specifications.
- Maintained good stock levels, counted parts and requested additional supplies.
- Kept work areas organized, tidy and clean for maximum productivity.
- Assembled and aligned parts and fixtures using hand and power tools.
- Optimized safety and productivity by regularly cleaning and organizing work zones.
- Trained new employees and promoted supportive, performance-oriented atmosphere by, instructing each in use of machinery, standard operating procedures and company policies.
- Performed quality checks on finish products to verify compliance specifications and assign appropriate quality grades.

Auto Detailer, Performance Detailing

07/2006-05/2008

- Applied revitalizers and preservation agents to vinyl or leather surfaces and treated fabrics with spot-and stain resistant chemicals to preserve and protect interior components.
- Vacuumed interiors of vehicles to remove dirt and debris.

- Mixed cleaning solutions, abrasive compositions and other compounds to clean interior and exterior of vehicle.
- Used steam cleaning equipment to remove dirt from engine and engine compartment.
- Maintained regular list of high-end clientele due to exceptional service and outstanding pricing.

Lot Technician, Mid-Ohio Harley Davidson

03/2004-06/2006

- Interacted face-to-face with customers to understand vehicle detailing needs and ensure quality satisfaction.
- Operated buffers, steamers, hoses, vacuums and other equipment to meet service expectations.

High School Diploma, New Carlisle, OH Tecumseh High School, 2000

4H member (1990-1998) ;President, Vice President, Secretary, Treasurer

- Providing proactive feedback & suggestions to management & administration when improved customer satisfaction, work flow/product efficiency and financial benefit opportunities are recognized in the work field.
- Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements while maintaining a positive and proactive work environment. Consistently saved costs while increasing profits.