MICHAEL G. NAVA

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Objective

Self motivated professional who has proven ability to take on leadership roles within the Industrial Field. Seeking growth opportunity to advance knowledge in school and at work.

Work Experience

CONTROLMAN - GE/GE a Haier Company - Decatur, AL - Nov 2015 – May 2020
- Troubleshoot and quickly resolve mechanical issues impacting production and quality
- Communicate any issues and resolutions with Area and Team Leaders
- Continuously expand working knowledge of mechanical system processes
- Recognize who and when to call when further action is necessary
- Keep accurate records
- Operate within OSHA requirements
- Perform preventative maintenance to extend the life of the equipment and to ensure optimum efficiency

ONSITE COORDINATOR - Lyons Human Resources - Decatur, AL - Jan 2013 - Nov 2015
- Management of Production and Support within the plant
- Monitor employee time and attendance
- Coordinate with management to fill labor needs
- Maintain employee discipline
- Ensure compliance with safety standards
- Perform injury triage and reporting
- Employee conflict resolution
- Process and submit hours for payroll

ONSITE COORDINATOR AT CINRAM - EPSCO - Huntsville, AL - Dec 2011 - April 2012
- Manage all temporary employees personal information, badges, and work placement
- Interface between employees and the temporary agency to resolve any conflicts
- Give orientation, create reports, file paperwork, and answer phone system

Education

UNIVERSITY OF ALABAMA IN HUNTSVILLE - Huntsville, AL - 2008
- Industrial and Systems Engineering

CALHOUN COMMUNITY COLLEGE - Decatur, AL - 2006 - 2008
- Computer Information Systems

WEST POINT MILITARY ACADEMY - West Point, NY - 2005 - 2006

Skills

Controlman Certification | Forklift Certification | EIS (Employee Information System) | Kronos Payroll | Ladder logic Proficy Machine Edition | HTML/CSS | Bootstrap | Javascript | JQuery | Web APIs | Microsoft Office Suite: Access, Excel, Powerpoint, Word | GSuite