James Sims

jesims.jr94@gmail.com

(708)-890-8225

2200 w kilbourne ave. Milwaukee WI 53233

Education

**Milwaukee Area Technical College *Milwaukee, WI January-May 2016***

* Began first semester of college with a tuition scholarship

**Bradley Tech *Milwaukee, WI 2008-2012***

* Specialized in the construction trade which taught carpentry, plumbing, electrical and welding

Extracurricular Activities

**Bradley Tech** Milwaukee WI, 2010-2012

* Captain of the wrestling team
* Captain of track and field
* Receiver of the football team

Certifications

* High school diploma
* Valid drivers license
* WI state security license
* Forklift training
* HAZWOPER
* First aid/ CPR
* Osha 10
* Life Skills class
* Healthy Relationships class

Work Experience

**Neihirings Family Market,** Cook/pizza maker

Milwaukee WI, January 2017 to May 2017

* Cut, perp, and stock food for my line
* Cleaned entire kitchen before and after shift
* Took pizza orders directly
* Stocked kitchen with supplies when needed
* Prep, stocked, and cleaned enter market before closing
* Responsible for closing market
* Gathered wood for the stone oven

**Profile Plastics,** Forklift operator

Jackson WI, September 2015 to January 2017

* Unload and load trucks
* Place the supplies to their asigned area.
* Cleaned the factory whenever needed or had free time
* Kept maintenance up on my machine

**Milwaukee Christian Center,** YouthBuild AmeriCorps Part Time Member

Milwaukee WI, December 2014 to August 2015

* Works to develop personal and professional skills through a career development program
* Performs basic carpentry duties from framing, roofing, constructing porches and ramps
* Serves as a positive role model to the community by assisting in neighborhood clean ups
* Able to earn competitive work related certificates in the field of construction

**Old Wisconsin,** Shipping and Receiving

Sheboygan WI, January 2014 to October 2014

* Learned team building skills by working on an assembly line
* Confirmed merchandise was weighed and shipped to the correct storing location
* Maintained working knowledge of company policies, service lines, organizational units, and locations to effectively support company personnel and clients.

**Brookfeild Mall,** Grounnds keeping crew

Milwaukee WI, November 2012 to December 2013

* Trimming and cut hedges, bushes, and grass to keep up curb appel
* Opperate company vehicles for the apporprite occasion
* Use power washers to clean the parking lot of oil spills or other related issues
* Offer a helping hand to the maintenance team if needed

Professional Profile

**Intra/Interpersonal Skills**

Creative and enthusiastic individual with a eager willingness to learn. Adept oral and written skills to communicate effectively. Able to work in both a team and individual environments. Committed to diversity initiatives and cross-cultural collaborations.

**Managerial and Organizational Skills**

Exceptional time management skills and ability to complete deadlines. Highly organized with a readiness for perfection. Excellent problem solving skills with an ambition to lead others.

**Computer Skills**

Adobe Photoshop 7.0, MicrosoftWord/Excel/PowerPoint/Access/Outlook.