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Engineering And Facilities (Utility Attendant) Resume Example

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Engineering And Facilities (utility Attendant)

Engineering

And

Jessica Claire

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Summary

Business administration student experienced in handling the strategies of an organization venture. Interested in a position with an organization. Goal-focused individual seeking a leadership role with a thriving, growing company to apply management, leadership and motivational skills when overseeing a team of professionals and working toward a common goal to increase productivity. Skilled team player with strong background in nonprofit environments. Works well independently to handle assignments and always ready to go beyond basics assignments. Quick learner with good computer abilities. Authorized to work in the US for any employer Experienced Management Trainee successful at adapting to changing conditions and efficiently learning new processes. Performance-driven and responsible leader passionate about driving growth and improvements across the board. Brings disciplined approach to in-store operations management.

Skills

- Marketing Project Management Budget Planning Social Media Planning Communication.
- Critical thinking, decision-making and problem-solving skills.
- Excellence Personal Communication skills.
- I am an experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Planning and organizing.
- Project management skills: Influencing, leading, negotiating, and delegating abilities.
- Conflict resolution Adaptability.
- Tolerant to stressed situations.
- Leadership
- Excellence Personal Communication skills.
- Project management skills: Influencing, leading, negotiating and delegating abilities.
- Conflict resolution adaptability.
- Tolerant to stressed situations.
- Analytics
- Digital Marketing
- Google Analytics
- Management
- Blogging
- Social Media Management
- Business Development
- Active listening
- Empathy
- Interpersonal skills
- Problem-solving
- Reliability
- Supply ordering

- Communicating goals so everyone understands them and their role in achieving them.
- Experience with Children
- Team management
- Training & Development
- PPE use
- Communication
- Critical thinking
- Microsoft Office
- Friendly, positive attitude
- Work ethic
- An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Critical thinking, decision-making and problem-solving skills.
- Planning and organizing.
- Ability to teach and mentor
- Flexibility
- Risk-taking
- Team building
- Time management

Experience

Engineering and Facilities (Utility Attendant), 12/2020 to Current

Target – City, STATE

- Operate all power equipment in safe manner, always use safe lifting techniques and promptly assist in spill clean up to avoid risk of accidents to team members throughout the facility
- Help Maintenance Mechanics perform light mechanical work such as servicing and repair of hand tools and minor floor machines
- Assist maintenance personnel in installation/removal of various items of equipment throughout the distribution center
- Perform light carpentry work such as building racks, shelving, and repairing workbenches as well as completing minor plumbing tasks such as repairing of faucets and landscape sprinklers
- Paint necessary areas, touch up all equipment as needed, remove cardboard bales from baler, and operate snow removal equipment to clean all walks, roads and parking lots as assigned
- Maintained accurate inventory of equipment and tools by type and model number for easy retrieval
- Used hand and power tools to repair machines, structures, and systems.
- Encouraged team collaboration and motivated individual employees through positive reinforcement and technical recognition.
- Streamlined and automated internal processes to improve overall workflows.
- Organized data and modeled information for use in key decision-making.
- Designed and implemented engineering projects that exceeded client expectations and bolstered revenue opportunities.

Membership Experience Associate/Childcare Assistant, 03/2021 to 08/2021

YMCA – City, STATE

- Monitored children's play activities to verify safety and wellness.
- Established and maintained safe play environment for children.
- Enforced rules to teach good manners and maintain safe environment.
- Supported children's emotional and social development with one-on-one attention.
- Used clear communication and professionalism to develop constructive relationships with families.
- Instructed children in health and personal habits involving eating, resting and hygiene habits.
- Communicated with children's parents or guardians about daily activities, behaviors and related issues.
- Provided outstanding customer service to our members as they reach their wellness goals.
- Maintained a healthy environment for those who use our facility; mandatory cleaning and documentation for the continued safety and security as it relates to COVID-19 and communicable illnesses.
- Followed YMCA policies, procedures, and responds to emergency situations.
- Thinks, communicates, and behaves as a cause-driven leader to promote the Y across departments.
- Administrative duties; membership account management, answering phones, tours of the facility.
- Willing to assist other departments as needed. Support the mission of the YMCA and incorporate the YMCA character development values including Care, Honesty, Respect, and Responsibility in our daily routine while working with children, parents, and staff.
- Developed and maintain positive relationship with the children, families, staff, Head start, state licensing authorities and community partners.

Assistant Store Manager, 03/2020 to 12/2020

Whirlpool, Whirlpool Corporation – City, STATE

- Completed frequent walk-throughs and directed team members to correct issues impacting store appearance or professionalism.
- Provided mentorship for employees to generate sales, promote effective upselling and cross-sell to improve retail productivity.
- Led teams in planning, implementation and execution of merchandising and operating initiatives to streamline business effectiveness.
- Interviewed and vetted job applicants to make effective hiring decisions and fill vacancies with strong team members.
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Supervised cashiers in processing credit, debit, and cash payments to streamline sales.
- Provided superior customer service leadership; greet and assist customers, and operate cash register and scanner to itemize the customer's purchase.
- Opened and closed the store a minimum of two days per week.
- Assisted Store Manager with scheduling employees, providing adequate training for employees, conducting safety meetings, and ensuring employee compliance with company policies and procedures.

- Followed company work processes to manage merchandise, including receiving, unpacking, stocking, restocking and rotating merchandise on shelves and building merchandise displays.
- Assisted in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls.
- Assisted in implementation and maintenance of planograms; ensure merchandise is presented according to established practices and Store Manager direction.
- Assisted in ensuring financial integrity of the store through strict cashier accountability, key control, adherences to company security practices and cash control procedures; authorize and sign for refunds and overrides, count register tills, and deposit money in bank.
- Assisted with management of the store in the Store Manager's absence.
- Handled scheduling for store shifts to achieve adequate staffing.

Lead Repair/Production Line Assembly Worker, 08/2017 to 09/2020

NOC, (Neighborhoods Organizing For Change) – City, STATE

- Assembled component parts of items and completed hand-finishing of final products.
- Built and packaged products to comply with multiple work orders and deadlines.
- Checked the quality of completed products and component materials to comply with manufacturing specifications
- Rotated through different positions to keep the team working efficiently and meet all production targets
- Sorted and placed raw materials on racks and shelves according to predetermined sequence such as product code and style
- Boxed, labeled and moved items to keep production lines moving swiftly.
- Inspected and tested final products to verify conformance to established tolerances.
- Removed physical refuse and debris and organized tools to maintain safe work environment.
- Utilized templates and read measurements to position parts and subassemblies.
- Lubricated and wiped machines and tools to maintain safety and cleanliness.
- Placed products in equipment or on work surfaces for further processing, inspecting or wrapping.
- Sorted and placed materials or items on racks, shelves or in bins according to predetermined sequence.
- Suggested operational improvements to improve quality and production times and reduce costs.
- Monitored workstation supplies and requisitioned components
- Inspected products at all stages to verify adherence to requirements
- Abided by all safety standards and OSHA regulations in warehouse environment
- Executed maintenance and repair activities to safeguard equipment functionality.
- Trained new employees in machining methods and identified proper safety protocol.

Canvass Director, 01/2014 to 07/2017

Company Name – City, State

- Recruited and trained new Canvassers
- Displayed knowledge of the organization and attempted to sway opinions

- Attended rallies, shows, fairs, and other industry-related events
- Approached and talked to people in malls, on the street, and in their homes about the organization
- Maintaining a professional appearance
- Met quotas set out by the organization
- Interviewed job applications, obtaining information on training, work history, and job.
- Worked to assist community outreach, author online publication content and assist scheduling, media profiles and analytics.
- Established sales goals and strategies that contributed to increased growth in sales and profitability.
- Elevated team performance via strategic planning and coaching in areas of prospecting, sales and value-added presentations.
- Managed employee payroll, hiring, termination, and training to ensure maximum productivity.
- Secured sales targets by building successful sales teams, preparing yearly sales and marketing budgets and implementing strategic action plans.

Production Manager, 01/2012 to 01/2014

Company Name – City, State

- Managed materials to meet production goals and specific customer demands.
 - Monitored equipment, checked supplies and coordinated manpower to meet expected demand.
 - Reviewed individual employee performance to correct issues and enhance productivity.
 - Maintained top-notch quality control standards and eliminated downtime to maximize revenue.
 - Monitored staff training and output to meet compliance, productivity and revenue goals.
 - Developed and implemented significant process improvements to enhance department quality and throughput.
 - Responsible for successfully meeting the logistical and operational needs of multiple projects and productions across a broad range of content areas.
 - Created project bids and budgets that support project expectations, TPT pricing practices and revenue expectations.
 - Created detailed project management plans, including production calendars, and secures production resources to ensure all multimedia deliverables are met.
 - Managed contract requests with legal department for projects.
 - Analyzed work flow and takes leadership role in improving efficiency and financial return.
 - Provided project forecasts, portfolio review of variances and reviews project financials on a regular basis.
- Managed project and production operations involving multiple internal and external simultaneous processes.
- Monitored manufacturing variances to achieve quality improvement while resolving product process and equipment problems.
 - Planned production operations while establishing priorities and sequences for manufacturing processes.
 - Coordinated production requirements with material handling and staffing functions.

Education and Training

BBA: Business Administration, 09/2022

Strayer University - Washington, DC

Certificate : Business Analytics And Operations, 06/2022

Pathstream - Pathstream

Certificate: CPR And First Aide , 06/2021

RedCross

Associate's degree: Business Administration, 06/2020

Strayer University - Washington, DC

High School Diploma: 06/2011

DMACC - Des Moines, IA