

# Brandon Reed

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## Education

- Coding Dojo(Software engineering bootcamp expected completion December 2021)
- High school diploma

## Skills

- Resourceful
- Attention to detail
- Customer relations
- Strong Problem solving skills
- Leadership
- Quality control
- Scheduling
- Attention to detail

## Recent Highlights

- Troubleshoot employee's accounts.
- Complete account requests.

## Objective

To secure a challenging and rewarding position through which I can fully utilize my experience in customer service, management and/or information technology.

## Experience

*November 2018 - Current*

Operations Manager/Safety Manager • The Mundy Companies

- Work with Microsoft Office 365
- Organize and schedule work to minimize production interruption and meet department production objectives and to effectively schedule and supervise work
- OSHA 510 30 hour safety certified, conducted daily safety audits and mentorship

*August 2016 – February 2018*

Trainer/Supervisor • The Mundy Companies

- Trained new employees on new process software
- Troubleshoot issues with process software and resolve/assess the need for IT to get involved
- Communicated with software engineering team of bugs/glitches
- Vigorously tested new software of process equipment
- Assisted software engineering team for the requirements of the business needs and requirements in the process
- Communicated during planning process prior to integration of process software

*March 2016 - August 2017*

Partner/Owner/Safety Officer • S and R Fence Company LLC

- Partner/Safety officer and operator of small business
- Provided estimates, maintained billing and invoices and kept workforce safety focused
- Managed quarterly taxes and restocked inventory including proper PPE
- Constructed wood fences and provided quality assurance for final inspections/ Audited employees on workplace safety daily.