

NATHAN C. BROWN III

7444 S. Paxton Ave, Chicago, IL 60649
PH: 773-430-2951

EM: BROWNNC301@GMAIL.COM

LINKEDIN: www.linkedin.com/in/nathan-c-brown-iii-0534b4159

PROFICIENCIES

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|---------------------------|--------------------------|-----------------------------------------|
| o SharePoint | Assembling | Thinktime |
| o Lead Removal | Appointment Plus | Merchandising |
| o Asbestos Removal | Forklift and Pallet Jack | Organization/ Detail Orientated |
| o Construction Demolition | Operate Heavy Machinery | Build and maintain client relationships |

CERTIFICATION

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| Fundamentals of Agile Project Management | Certified Jan 2023 |
| Fundamentals of Waterfall Project Management | Certified Jan 2023 |
| Illinois Department of Public Health (IDPH), Chicago, IL
License, Asbestos Worker | Certified Sept 2018 |
| Illinois Department of Public Health (IDPH), Chicago, IL
License, Lead Worker | Certified June 2018 |
| Mainstream Engineering, Sheridan, IL
Certificate, EPA Universal HVAC | Certified 2015 |
| ME Builder's Institute, Sheridan, IL
Certificate, OSHA Safety Course (30 hours)
Certificate, Pre-Apprenticeship Plumbing | Certified 2014 |
| Lake Land College, Mattoon, IL
Certificate, Career Technologies | Certified 2013 |

EXPERIENCE

BLOMMER CHOCOLATE COMPANY, CHICAGO, IL

NOVEMBER 2022 – PRESENT

Production & Machine Supervisor

- o Evaluate operation of all equipment and spare parts inventories
- o Manage records of all incoming materials and all out going shipments
- o Maintain key performance indicators (KPIs) for and manage 25 team members
- o Document work instructions for routine tasks and delegate task to team members
- o Ensure appropriate budgetary / spending controls are in place and being applied
- o Validate product quality through instrumentation testing & physical testing of raw material
- o Ensure that corrective action lists are communicated to the appropriate departments for review
- o Maintain a thorough understanding of each production process, products components and functions
- o Address customer product complaints and work with other departments to form corrective action plans
- o Establish vendor relationships and maintain appropriate service / maintenance agreements on all equipment

FLOOR & DECOR, CHICAGO, IL

FEBRUARY 2022 – NOVEMBER 2022

Shipping and Receiving Supervisor

- o Managed a team of 15 and coordinate with departments to facilitate efficient warehouse operations
- o Resolved discrepancies with shipping, invoices, packing slips, and receiver reports
- o Created activity reports and enter paperwork from receiving to inventory control specialist for data entry
- o Directed the day-to day activities of the warehouse include shipping, receiving, maintenance, inventory control, etc.
- o Accountable for the warehouse as it pertains to Storage Buy transactions, receiving errors, and staging of products
- o Implement for warehouse safety that provides a safe, clean workplace for employees and within OSHA regulations
- o Utilized software's such as Thinktime, Appointment Plus and SharePoint to report/ document order discrepancies or damaged orders

LAGUNITAS BREWING COMPANY, CHICAGO, IL**FEBRUARY 2019 – APRIL 2020***Bottler and Safety Lead*

- Cleaned and fill of kegs as well as make equipment and product changeovers
- Practiced ALL safety procedures by always wearing PPE on the Bottling/Packaging Floor
- Tracked stock levels of packaging materials and responsible for cleaning packaging equipment
- Assembled packaging components, including the assembly of mother cartoons and beer shells
- Operated multiple parts of the packaging line and runs all aspects of kegging and the bottling line
- Observed carbonation levels in finished beer, fill levels in packaging types and the aesthetics of outer packaging and labels

GORAFIX CONSTRUCTION, CHICAGO, IL (Seasonal)**JUNE 2018 – SEPTEMBER 2020***Demolition Laborer*

- Unloaded materials and supplies from truck to jobsite for installation
- Managed assigned work orders with or without foreman assistance
- Used basic carpentry skills including measuring, record dimensions to complete task
- Cleaned up job site to ensure all equipment, rubble/debris and building materials etc. are loaded/ unloaded at end of shift
- Demolished and Installed materials on a construction site including Asbestos and Lead Removal and other construction site materials

WEATHERTECH, BOOLINGBROOK, IL**DECEMBER 2017 – APRIL 2018***Material Handler*

- Packaged various products to order specifications
- Worked as part of a team to ensure efficiency when processing orders
- Followed all safety and company procedures while performing work duties
- Performed other duties as assigned, both within and outside of department
- Picked orders by reading pick tickets (BOLs) and move product to the shipping area by operating an RF Scanner
- Trained new and existing team members on different functions of the production area to ensure all can perform the task properly, share knowledge and best practices to help aid efficiency and productivity

ACRES GROUP, ROSELLE, IL (Seasonal)**DECEMBER 2016 – DECEMBER 2018***Snow Removal and Sanitation Crew Member*

- Responsible for overseeing daily landscape production operations on the job site
- Daily tasks include sod laying, planting, mowing, trimming, mulching, watering, fertilizing, digging & raking
- Provided proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites or other ground features
- Operated powered equipment: mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electrical clippers, sod cutters or pruning saws
- Lead and direct up to (4) crew members effectively ensuring the equipment is properly used to Landscape and maintain the grounds of property

LAST MILE HOME (RESTORATION HARDWARE), WOOD DALE, IL**SEPTEMBER 2016 – JANUARY 2017***Furniture Assembler*

- Ensured that the warehouse is consistently clean and free of debris
- Stacked library items to ensure safe handling practices are achieved for unloading
- Conducted operations that promotes safety and in accordance with federal, state, and local laws
- Confirmed proper staging and loading for inbound/ outbound trailers per shipping best practices
- Ensured pallets are aligned by vendor to ensure accurate completion receipt by purchase order
- Ensured product are stored/shipped accurately to ensure no harm or damage are done to the items
- Warrant that products are received in accordance with receiving procedure, unloading to pallets, stacking, height, arrows up, carton assortment multiple carton per SKU and serialized units
- Accurately load trucks per best practices (arrows up for larger cartons on the bottom and lighter cartons to the top)

TRIMACO, EdLK GROVE VILLAGE, IL**APRIL 2016 – SEPTEMBER 2016***Machine Operator*

- Provided minor specifications to upgrade the systems as required
 - Adjust the operating speed and control the load of the machines
 - Ensured that machines are producing quality products by managing periodic checks on output
 - Checked newly installed machines for its efficiency and delivering a report for the same to the senior officials
 - Translated blueprints and dimensions on drawings to perform aligning, loading, operating, and other related tasks
 - Monitored machine operations to ensure finished products & components match the quality/ quantity constraints of the company
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