

## Professional Profile

It is my desire to apply myself to a position that will allow me to demonstrate personal integrity, competence, self-motivation, dedication and efficiency in the work place. I enjoy working effectively with others to achieve a team atmosphere. Throughout my careers in Industrial Manufacturing and Small Business Ownership, I've been able to acquire a diverse set of mental and technical skills needed to perform at top level.

- Problem Solver
- Detail Oriented
- Leadership
- Positive
- Specialized Education
- Entrepreneur
- Production Supervisor
- Company Manager
- AR/AP
- Ownership decision-making
- Annual Budgeting
- Purchasing
- Medical Office & Coding Certificate

## Professional Experience

Advanced Fixtures, Inc, Farmersville, TX

October 2003 – Present

**Assembly Technician I (2003 – 2006)**

**Production Control Technician II (2006 – Present)**

Achievements:

- Promotion to Prod. Control Tech. II - 2006
- Specialized Training in Inventory/Work Order Software

Responsibilities:

- Originate Work Orders
- Close Work Orders
- Inventory Availability Checks
- Maintain company inventory database
- Weekly reporting of Inventory Status

The Plant Source, Farmersville, TX

June 1985 – December 2006

**Business Owner**

Achievements:

- Sales of more than \$1 million annually
- Outstanding customer growth
- Produced well-known, top-quality greenhouse product

Responsibilities:

- Building/Maintaining Grow Houses
  - Handling Product from planting to selling
  - Product Maintenance (watering, fertilizing, pruning, etc)
  - All basic office duty and management duties (accounting, scheduling, etc)
-

Fellows Manufacturing, Inc, Plano, TX  
September 1983 – June 1985

**Production Supervisor**

Achievements:

- Consistently meet Production Standards and Quotas
- Effectively made improvements to out-dated production standards
- Increased Productivity within department
- Achieved increased employee safety within department
- Decreased Product Cost

Responsibilities:

- Hiring/Training new production employees
- Manage production line to meet daily, weekly, monthly quotas
- Reform out-dated production standards

**Education**

Richland Community College, Dallas, TX

**Medical Office & Coding Certificate – American Academy of Professional Coders**

September 2007

Texas A&M University –Commerce, Commerce, TX

**Continuing Education**

September 1997 – May 1998

Alma College, Alma MI

**No Degree**

Company Training

**Wolverine World Wide, Inc. - Methods Time Study Management**

**Kelvinator/White Consolidated - Industrial Engineering Certification Training**

**References**

References are available upon request.

---