**Objective**

 Obtain a position for a production company where I can maximize my management skills, quality assurance, program development, and training experience.

**Education**

 **Mesa Community College**, Mesa, AZ.
 Associates in Business Management (Expected May 2011)
 GPA: 3.72/4.0

 **Tempe High School**, Tempe, AZ.
 Graduated May 1983
 GPA: 3.46/4.0

**Work Experience**

 ***Operations Manager***, Out House Plumbing Co. Inc., Gilbert, Az. (June 1993-Present)
 Oversee the internal and external areas related to production including estimating, scheduling, purchasing, quality control, and customer relations. Initiated and enforced an OSHA safety program.

 ***Commercial Construction Estimator***, Synergy Builders, Tempe, AZ. (May 1992-June 1993)
 Created individual list of trades required for job pricing. Qualified vender proposals, compiled project cost to establish final project price for proposal.

 ***Trim Carpenter***, West Cost Trim, Tempe, AZ. (December 1991-May 1992)
 Independent contractor for the installation of residential trim, doors, cabinets, and countertops.

 ***Assistant Branch Manager***, Jim Walter Homes, Tempe, AZ. (February 1991-December 1991)
 Assisted sales staff, conducted site meeting with owners and tradesmen, lot staking, owner completion/punch list, customer relations, and quality control.

 ***Account Representative***, Ocean West Arizona, Gilbert, AZ. (November 1989-February 1991)
 Cold calling, customer qualifying, estimating, proposal preparations, contract negotiations, customer service, and quality control for a architectural woodworking and custom cabinet company.

 ***Account Representative***, Design Exhibit Specialist, Phoenix AZ. (January 1989-November 1989)
 Cold calling, customer qualifying, estimating, proposal preparations, contract negotiations, customer service, and quality control for a architectural woodworking and custom cabinet company.

 ***Account Representative***, Jarol Industries, Whittier, CA. (October 1987-January 1989)
 Cold calling, customer qualifying, estimating, proposal preparations, contract negotiations, customer service, and quality control for a architectural woodworking and custom cabinet company including the design of high-end custom furnishing with detailed shop drawings for production.

 ***Mill Foreman,*** Woodworkers Source, Phoenix, AZ. (July 1987-October 1989)
 Controlled inventory for a retail wood supplier, including the management of a custom-order milling shop. Handled the shipping and receiving of materials to and from warehouse materials. Trained employees of operations and safety procedures.

 ***Business Owner***, DeJodian Cabinet Company, Gilbert, AZ. (May 1984-July 1987)
 Oversaw all operations of a custom cabinet shop. Responsibilities included accounting, estimating, sales, marketing, management of employees, human resources, collections, design work, quality control, purchasing, inventory control, purchasing, and customer service.

 ***Cabinet Maker***, Mastercraft Cabinets, Mesa, AZ. (June 1983- May 1984)
 Manufactured cabinets from shop drawings and raw materials.

 ***Plumber,*** DeJodian Plumbing Company, Tempe, AZ. (June 1978- June 1983)
 Experiences ranged from helper to journeyman plumber with on-the-job training.

**Honors and Awards**

* **Phi Theta Kappa**, National Honors Society
* **Shirley G. Schmitz Foundation**, 2008 and 2009 Scholarship Recipient
* **Charles Kulp Memorial Award**, U.S. Junior Chamber’s Top 60 Chapter Presidents
* **Ray Garcia Memorial Award**, Arizona Junior Chamber’s Most Outstanding Chapter President

**Community Service**

* **Signal Butte Ranch Homeowner’s Association:** Board Director and current President
* **Phi Theta Kappa:** Community involvement with various projects
* **Arizona Junior Chamber of Commerce:** Leadership training and building for local chapters involved in community outreach programs
* **Phoenix Junior Chamber of Commerce:** Assisted and ran various fund raiser to provide financial assistance to charitable organizations in the Phoenix area.
* **Vocational Industrial Clubs of America (VICA):** Assisted in the organization of programs for the advancement of trade education

**Special Interests and Abilities**

* **Computer Skills:** MS Office, MS Project, Adobe Photoshop, Adobe Flash, Adobe Dreamweaver, QuickBooks Pro, and Windows
* **Music:** Violin and Standing Bass
* Woodworking
* Gardening
* Hiking, swimming, biking, fishing, and Geocaching