

Juan Cardenas Jr.

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EDUCATION

High School: John Jay High School/San Antonio 70001-Class of 1990
Major: General Education, Business Relations, Art, Marketing
College: 08/2013 – 12/2013 WNCC-Working toward AOS Degree
Prior NE Certifications: Cert. CPR/First Aid, Weather Spotter Cert., Rope Rescue Cert.(NE),
Firefighter Cert.(NE) Active DOT Comp. Cert., Forklift Cert. (NE)
Office Machines: PC, Mac, Copier, Digital Camera and Video Equip., Scanners, Printers,
CAD & Graphics Software & Equip.,
And Digital Imaging Equip.

HIGH SCHOOL ACTIVITIES

4 yrs. Advanced Art, 2 yrs. Voc. Welding, 1 yr. Small Engine Repair, 2 yrs. Cross Country Running. During freshmen, sophomore & junior yrs. served as Sgt. at Arms, Vice Pres. & President on DECA Committee.

EMPLOYMENT EXPERIENCE

Over 20 yrs. Exp. working with the public in a constant public relations environment.

16+ yrs. of hands-on computer experience on both PC and Mac to include Computer Graphics Design, Media Ad-Building, Micro-Soft, Data-Entry, E-mail, CAD, Internet and Digital Imaging. Software experience includes Mac Based Quark, Photoshop, Illustrator, TypeStyler and various other digital imaging programs.

5 yrs. of experience in ICS (Incident Command Systems), Record Keeping, Report Preparation and Presentation.

Over 15 years of experience Hiring, Training, Managing and Maintaining Staff and Personnel in a constant daily business setting.

Bilingual – I can Speak, Read and Write Spanish fluently.

Over 4 yrs. as a Scottsbluff Volunteer Fireman has attributed to experience in quick independent decision making in emergency situations and while under pressure.

EMPLOYMENT HISTORY

06/2016-Current

City of Weatherford, Warehouse Attendant I, Full-Time Permanent

Maintain accurate accounting and material inventory of City supplies in warehouse. Prepare requisition for ordering various types of supplies, parts, equipment and other materials used by various City departments and projects; ensure minimum and maximum balances of supplies are maintained. Place and ensure company numbers placed on transformers are correct; load and unload transformers by operation of forklift; maintain transformer records such as location and disposition, Maintain inventory level by visually inspecting different areas and supplies for emergency and non-emergency usage; fill bins with back stock items to ensure accurate level is maintained; maintain inventory by utilizing computer data as well as physical counts. Visually inspect warehouse area for safety hazards and take appropriate action to correct any hazardous situation. Compile, research, copy, purge, and file various types of reports such as inventory reports, transformer reports, etc. Maintain a clean and organized warehouse operation including pole yard. Assist other departments and City personnel in checking-out stock. Obtain bid quotes from various suppliers for warehouse stock in accordance with Texas Purchasing Laws; issue purchase order number and forward information to Finance Department upon completion for payment. Performs other duties as assigned or required.

Ipad equipped with CityWorks program to track monitor and identify project work orders, Diesel powered forklift, electric forklift, various types of ladders and equipment necessary for stocking and restocking procedures, company vehicles, etc..

04/2015-06/2016

City of Weatherford, Traffic Maintenance Tech., Temp Seasonal

Performed routine maintenance tasks in the repair, construction and maintenance of streets signs and operated equipment. Assisted in the repair, maintenance, and construction of street signs and roadway markings. Independently performed assigned duties such as digging holes, placing poles and removing debris in a safe manner. Transported materials and supplies from stockpiles to work site in a safe and timely manner. Prepared and maintained simple reports and records in an accurate and timely manner. Knowledgeable of the methods, procedures, rules, and regulations for the repair, construction and maintenance of street signs and street markings. Experienced with the tools, equipment, and materials in the repair, construction, and maintenance. Designed, fabricated, installed and maintained traffic signs, signals and emergency warning systems. Design signs and complete using Graphtec systems. Installed signs, lights and poles, repaired defective equipment and materials, completed preventive maintenance duties. Provide traffic control for special events, coordinate activities with other departments, performed other duties as required or assigned.

Operated various types of hand tools and power tools such as shovels, wrenches, hammer, screwdrivers, paintbrushes, jackhammer, hydraulic power pack, and air compressor in the repair, maintenance and construction of streets signs and traffic control equipment.

07/2014-02/2015

Molex, Parts Assembly, P/T Position

Performed quality checks on products and parts, packaged finished products and prepare them for shipment, rotated through all the tasks required in a particular production process, dust, sweep, or otherwise clean work areas, reviewed work orders and blueprints to ensure work was performed according to specifications, completed production reports to communicate team production level to management, determined work assignments and procedures, maintained production equipment and machinery, provided assistance in the production of wiring harness

assemblies, trained assemblers and new employees on job procedures, operated machinery and heavy equipment.

(Stockroom Tech) 08/2010-11/2012 (Lead Courier) 01/2015-05/2015 (Plant Engineer)

Regional West Medical Center, F/T Position

Inspected, operated, or tested machinery or equipment to diagnose machine malfunctions, dismantled machines, equipment, or devices to access and remove defective parts, using hoists, cranes, hand tools, or power tools, performed routine maintenance, such as inspecting drives, motors, or belts, checking fluid levels, replacing filters, or doing other preventive maintenance actions, diagnosed mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary, repaired machines, equipment, or structures, assisted in the assembly, installation, or repair of wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment, cleaned or lubricated shafts, bearings, gears, or other parts of machinery, adjusted functional parts of devices or control instruments, using hand tools, levels or straightedges, ordered parts, supplies or equipment from catalogs or suppliers, planned and laid out repair work, using diagrams, drawings, blueprints, maintenance manuals, or schematic diagrams, performed general cleaning duties of buildings or properties, painted, made minor roof repairs, repaired windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures, operate cutting torches or welding equipment to cut or join metal parts, recorded type and cost of maintenance or repair work, test and treat water supply, provided grounds keeping services, such as trash or snow removal, estimated costs to repair machinery, equipment, or building structures, or reinforcing structural weaknesses to ensure optimal equipment efficiency, installed equipment to improve the energy or operational efficiency of residential or commercial buildings, Set up and operated machine tools to repair or fabricate machine parts, jigs, fixtures, or tools, trained or managed maintenance personnel or subcontractors, aligned and balanced new equipment after installation, provided grounds keeping services, such as mowing or snow removal, inspected used parts to determine changes in dimensional requirements, using rules, calipers, micrometers, or other measuring instruments, fabricated or repaired counters, benches, partitions, or other wooden structures.

Used tools such as hammers, hoists, saws, drills, wrenches, or equipment such as precision measuring instruments or electrical or electronic testing devices, maintained or repaired specialized equipment or machinery located in cafeteria, laundry and various hospital locations,

08/2013 – 09/2014

Carpenter Center, Executive Director, F/T Position

Evaluated the work of staff and volunteers to ensure that programs were of appropriate quality and that resources were used effectively, provided direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints, recruited, interviewed, and hired or signed up volunteers and staff, established and maintained relationships with other agencies and organizations.

VOLUNTEER ACTIVITIES

2012-2014

Food for the Heartland, Food Distribution Coordinator, Scottsbluff NE, Salary N/A

2002-2006

Center for People in Need, Truckloads of Help Coordinator, Lincoln NE, Salary N/A

1991-1995

Scottsbluff Fire Department, Volunteer Fireman, Scottsbluff NE, Salary N/A

REFERENCES

Kyle Lucas, City of W'ford, 802 E. Oak, Weatherford TX 76086, **817.598.4147**

Matt Leppla, City of W'ford, 802 E. Oak, Weatherford TX 76086, **817.598.4148**

Regional West Medical Center References

Brad Fulk, Plant Supervisor/Trainer

Tammy Carlson, Facilities Management Supervisor

4021 Ave. B, Scottsbluff NE 69361, **308.635.3711**

Zach Preble, Carpenter Center, 116 Terry Blvd., Gering, NE 69341, **308.631.2480**

Corina Gutierrez, 1714 6th Avenue, Scottsbluff NE 69361, **308.672.9090**

Priscilla Blanco, SWBC, 618 N. 29th Street, Scottsbluff NE, 69361, **308.672.5410**

Susan Simmons, RWMC, 4021 Ave. B, Scottsbluff NE, 69361, **308.635.3711**