

3 Roseleah Ave.
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Isaiah Simmons

SKILLS

Microsoft excel (6 years) Microsoft word (8 years) Data entry (4 years) Computer (10+ years) Salesforce (2 years)

EXPERIENCE

Foxy's 44 express oil change - Avon, CT

Mechanic

February 2023 - February 2024

- Perform preventative maintenance
- Tire rotations
- Brake changes
- Rotor changes
- Fluid exchanges
- Diagnosing issues or potential issues and presenting a plan to the customer
- Pick up parts
- Schedule jobs and coordinate with management
- Key holder
- Inventory management
- Process invoices for accounts payable/ receivable customer accounts

Ron's automotive of Unionville - Unionville, CT

Mechanic

January 2022 - February 2023

- Perform preventative maintenance
- Tire rotations
- Brake changes
- Rotor changes
- Tire changes

- Diagnosing issues or potential issues and presenting a plan to the customer

Valvoline Instant Oil Change - Bristol, CT - Senior technician

March 2021 - January 2022

- Present oil and other vehicle recommendations
- Tire rotations
- Perform preventative maintenance
- Customer service

R and R Corrugated Packaging group - Bristol, CT - Material handler

January 2021 - March 2021

- Operate forklift (certified PIT license)
- Build pallets
- Pull picklists

Fortive (Gems Sensors and Controls)- Plainville, CT - Shipping and Receiving Associate

November 2018-March 2020

- Process incoming and outgoing shipments. Process sales stock orders from receipt of order.
- Identify, locate, and prepares items for shipment per sales order or other applicable instructions to both domestic and international locations.
- Responsible for ensuring that outgoing shipments are adequately packaged, preserved, and meet quality requirements.
- Performs a wide variety of standard and specialized shipping including special documentation and custom packing, handling, and shipping procedures to comply with a wide variety of regulatory and customer requirements.
- Perform online transactions using shipping software, and carrier and regulatory portals.
- Process necessary paperwork and affix appropriate labels to packages.
- May be required to assist in building custom shipping crates.
- Receives, unpacks, inspects, and processes incoming materials and supplies per receiving procedures and routing or other special instructions.
- Compares quantity, part number and order number of items received to ensure completeness and accuracy of order
- Inspects and measures items for dimensional accuracy according to drawings, special notes, routing, company or military standards, and other specifications, using measuring instruments and devices.
- Approves or rejects items, and records inspection and disposition information.

- Follow process related to non-conformances.
- Routes items to appropriate department/mini factory.

Knowledge and Skills

- Proficiency in JDE and other similar ERP system, latest carrier software and other shipping related portals (such as UPS Worldship and AES)
- Familiar with Microsoft office and keyboarding
- Ability to read blueprints and knowledge of basic geometric dimensioning and tolerancing
- Good verbal and written communication
- Forklift certified

Mckesson Corporation - Farmington, CT – Call Center Representative

June 2018 - October 2018

- Responsible for interfacing with customers, company sales and/or service representatives to handle a variety of pre-sales or post-sales service functions.
- Determines status of equipment returns, repairs, replacements, sales orders, delivery schedules, etc.
- Schedule field service repair calls.
- Handles requests for additional company materials. Maintains records of returns, schedule changes, product enhancements or changes, product pricing & resolves return credit problems. Responds to emails through salesforce.
- Proficiency in JDE and other similar ERP system

American Customer Care - Bristol, CT – Call Center Representative

January 2018 - June 2018

- Answer phones and take billing for Crystal Rock water company.
- Put orders in for water, coffee and office supplies.
- Data entry. Billing entry. Customer retention.
- Answer phones and take billing for Serta mattress warranty.
- Put replacement orders. Order parts. Take payments.

GameStop - Bristol, CT – Guest Advisor

April 2017 to April 2018

- Assist customers. Ring out sales.
- Discuss current and future promotions. Explain what deals GameStop offers.
- Take trade ins and restock shelves.
- Close store. Count money at the end of shift. Cash drops

Scott Metal Finishing - Bristol, CT – Production Coordinator

July 2013 to September 2018

- Passivate metal.
- Use of nitric and citric acid
- Set up pick up and drop off.
- Face to face interactions with customers.

Home Depot - Bristol, CT – *Sales Associate*

March 2012 to January 2013

- Measure and cut lumber
- Assist with building materials questions
- Load cars for customers
- Open store/safety checks
- Educate on when plants should be planted and harvested

USAF - Hurlburt Field, FL – *Aerospace Maintainer journeyman*

December 2008 to January 2012

- Graduated basic training February 2009
- Graduated Tech School August 2009
- 85% on CDC testing
- Certified to work on cargo aircraft.
- Fix aircraft.
- Final inspections before takeoffs.
- Check to see what specialist were needed to perform routine maintenance on aircrafts.

EDUCATION

Bristol Eastern High School - Bristol, CT

September 2004- June 2008

- Varsity football 3 years
- Varsity Track & Field (outdoor) 4 years
- Varsity Track & Field (indoor) 3 years

AWARDS

- NATIONAL DEFENSE SERVICE MEDAL
- BASIC MILITARY TRAINING MEDAL
- HUMANITARIAN SERVICE MEDAL
- All Conference CCC-South indoor & outdoor 2006-2007, 2007-2008
- All Conference CCC-South Football 2007-2008

References

Julian Cortez - (860) 794-8606 (coworker)

Wayne Joseph - (860) 752-8300 (coworker)

Eric Norton (860) 877-0506 (coworker)