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|  |  | Objective I, Ernest Jordan, am currently seeking a position in your highly reputable and successful organization. I am an accomplished Professional with a strong, dedicated work ethic in Warehouse Management, Materials, Property Management and HVAC Repair**.** |
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|  |  | ExperienceJays Sports Bar & Grill Bar Manager Savannah, GA May 2015 – January 2016  * Recruiting, training and motivating staff. * Keeping up to date with licensing legislation and taking legal responsibility for the premises. * Ensuring beer and wine are kept in good condition. * Enforcing health and safety rules. * Managing kitchen staff. * Dealing with difficult customers.  Pure-Water Technology Service Manager Savannah, GA February 2014- May 2015  * Monitor and operates various facilities by reading and adjusting levels, calculating rates, opening and closing gates and valves, operating and controlling pumps, recording meter readings and analyzing and adjusting plant flow requirements and chemical feed facilities. * Supervises or performs installation, operation of water purification equipment, water storage and distribution operations and activities. * Supports existing contract operations sites, including evaluations and troubleshooting, and implementation of new technical solutions or best operating practices. * Collects and analyzes data by collecting samples for analysis, reading meters and monitors, writing forms, performing lab analysis on samples for various parameters, determining when or if process changes are necessary and calibrating lab instruments and chemical pumps. * Oversee installation, service, and support of residential and non-residential water treatment systems. Prepare and travel to customer sites as a regular part of the work. * Respond to alarms and emergencies, performs facility checks for any unusual operations, operates, monitors and controls various equipment from the control room and locally, and dispatches maintenance personnel. * Performs administrative duties by tracking personnel, generating reports, extracting data from reports, storing and archiving data, creating hard copies of data, handling customer complaints and maintaining logbooks.  TradeStar / Netplanner Pooler, GA February 2013- Jan 2014  * Installing single line and multi line fiber optic cables. * Surveyed sites for building requirements and equipment space availability. * Performing work related to EOD devices. * Providing the corrective solutions for the breakdown or problems faced * Troubleshooting the problems along with the supervisor on special cases. * Training new joiners in operating EOD devices. * Installation, testing, maintenance, and repair of category 3, 5, 5e and cat6 for voice and data systems. * Deep understanding of electronics theories and data communication. * Thorough with specified data communications protocol concepts. * In depth understanding about the fiber optic cable testing, splicing and provisioning. * Expert in handling tools like optical spectrum analyzers, tunable laser sources, optical fusion splicers, function generators, oscilloscopes, multi-meters, attenuators and optical power meters of different companies. * Data center equipment and rack installation. Station end telecom and PC installation and moves. * CCTV cable installation for security cameras, television reception and Teleconference. * Support lead technician with testing of Fiber optic and Cat 5,6 testing and troubleshooting  Navy Exchange- Warehouse Manager Lexington Park, MD June 2011- January 2013  * Ensure the daily operation and administration duties/ task of the warehouse facility; generating work assignments, managing schedules, setting priorities, assigning daily tasks. * Ensures inventory is accurate, check that materials are received, stored, shipped, and reported in accordance with established procedures and Government guidelines/regulations and meet contract requirements. * Comprehensive knowledge of the applicable US Army supply and equipment management processes and related regulations * Results-driven Warehouse Manager with experience in logistics, quality control, and process improvement. Demonstrated expertise in reducing costs, increasing revenues, and minimizing employee turnover. Proven skill in negotiating with vendors and increasing production with existing staff. * Organized the merging of four warehouses consisting of over 10,000 lines items valued at over $9.1 million while maintaining optimal productivity. * Lead facilities through audits by the Defense Contractor Management Agency and Defense Contract Audit Agency. * Implemented attendance-tracking system that enabled the company to defend successfully against Workers' Compensation claims. * Analyzed material & labor cost, evaluates operating methods to achieve maximum utilization of receiving & storage space. Recommends changes to the system to maintain & upgrade service levels. * Responsible for the management and safe operation of Government owned vehicles. Conducts frequent inspections of equipment and make necessary adjustments to meet mission requirements. * Coordinates the training needs of personnel involved in the operation of vehicles used by the distribution center. Enforce work rules and guidelines, establishes internal operating policies & procedures and initiates programs and projects to meet the mission’s needs. * Develops safe working conditions & practices & assures adherence to the same. Completes performance appraisals, reviews proposed disciplinary actions, resolves personal grievances & complaints to develop a cohesive work force. * Prepares A variety of operational statistical reports used in analyzing & evaluating effectiveness of the center as well as generating Safety & Security reports.      * As A Warehouse Manager I have been responsible for overseeing multiple programs, shipping product throughout the USA, Canada and Mexico. Some of my responsibilities included monitoring the timely delivery of goods, verifying quantities of shipments received, and ensuring correct paperwork and manifest for all shipments.  KBR/ Fluor Refrigeration Service Tech Sharana, Afghanistan January 2010- May 2011  * Troubleshoot, repair, and overhauling equipment such as air compressors, pumps, air handlers, air dryers, heat exchangers and other environmental changing devices. * Perform PMs and repairs on compressors, condensers, evaporators, pumps, vessels, valves, and other machinery included in the ammonia refrigeration equipment. * Work directly with all refrigeration contractors and electricians during system installation to ensure that all safety policies of the company are met. * Employed basic principles of pneumatics, tubing bending, low voltage control systems, and trouble-shooting and repairing mechanical systems. * Lead service technician in residential & commercial equipment including trouble-shooting and start-ups. * Knowledge in reading wiring diagrams and diagnosing HVAC components. * Capable of refrigerant recovery and charging of HVAC systems.  KBR Tool Room, Tallil, FOB Falcon Iraq July 2008- August 2009  * Advises management on the overall productivity and requirements of the Materials Warehouse property control as it pertains to, primary receiving, maintaining inventory, daily productivity. * Tracking of Government Property Materials, PCP, personnel movement, and maintenance. * LOGCAP III SOW, SOP and client needs and requests.      * Steam, creating purchase orders, ensuring information is accurate according to the Purchase Order. Receive vendor loads in SAP. Receive in timely manner according to PCP compliance. * Responsible for the processing of the paperwork for ordering materials * Organized, planned, created and implemented inventory tracking system. * Performs a variety of professional duties such as organized filing systems (Warehouse/ Materials side) administrative work, directing team members towards common goal * Inspecting all materials incoming as a primary, check for OS&Ds (overages, shortages, & damages) and as a secondary reception for discrepancies (ROD). * Make sure all TMDE items are calibrated and have valid calibration sticker. * Maintain records and provide traceability of documentation through required inventory management accounting or other designated tracking system from receipt and acceptance through issue and shipment process      * Organizes work priorities to meet changing deadlines, ensuring all quality standards are maintained and adhered to, for customer satisfaction. * Applies common sense understanding to carry out detailed written or oral instructions, reads and interprets documents such as safety rules, operating and maintenance instructions, procedure manuals, and service orders. |
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|  |  | Education **Career Training Institute (CTI) Huntsville Alabama 2007** **2007**  Heating, Ventilation & Air Condoning (HVAC), Obtained Universal 608 Certification.  Soldiering, Braising, and Troubleshooting. Installation, Wiring, & Testing Newly Installed Units  Top 10% of my class Richard Arnold Adult Education Center 2001 G.E.D |
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|  |  | Skills **OSHA Certified                                                      Strategic Planning**  **Management experience                                       HVAC 608 Universal license**  **SAP knowledge                                                    Strong initiative**  **Excellent in verbal and written communication skills     Leadership**  **Group environments                                               Hand/power tools**  **Mechanical and electrical Troubleshooting                       Customer service skills**  **Good communication skills                                   Utilizing scanner systems**  **Fast learner                                                           Shipping and Receiving policies**  **Inventory Management, Control practices                      Schematic diagram interpretation**  **Blueprint reading and interpretation                     Strong mechanical skills**  **Supply systems MS Office, Word, Excel,**  **PowerPoint ULLS-Ae Experience**  **Extensive experience with forklift and scissor lift Human Resourcing**  **Maximo And Steam Experience** |

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