

Randall Smith

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OBJECTIVE

A challenging professional position within a dynamic and growth oriented company that will enable me to use my technical skills and leadership qualities and that will also offer opportunity for advancement.

EDUCATION & TRAINING

Manchester Community College, Manchester, CT
Currently enrolled in Associates in Science Degree Program
Major: Industrial Technology/Quality Assurance Management

Marine Corps Institute, Quantico, VA
Completed Certificate Programs: Leadership (2005 & 2006), Mathematics (2004), Personal Finance (2003), Grammar (2002)

EXPERIENCE

Lead Inserter Operator, Standard Register, Tolland, CT 2004 – Present

- Set up and operate Bowie Bell and Howell mail inserter machines.
- Schedule and assign jobs in order to meet customer expectations and assure jobs are finished in a timely manner.
- Maintain inventory and order stock as needed.

Sergeant, United States Marine Corps. (Camp Lejeune), Jacksonville, NC 2002 – 2004

- Trained, monitored and lead up to 60 personnel.
- Responsible for welfare, discipline, and appearance of personnel.
- Computed data for safety procedures.
- Supervised maintenance and accountability of equipment and gear.
- Successfully prepared subordinates to assume responsibilities for their next higher position.

General Laborer, Milford Concrete, Milford, CT 2001 – 2002

- Operated forklift, pay loader and dump truck.
- Loaded customer's orders onto trucks for delivery.
- Regularly maintained supply of materials to continue production.

Assistant Carpenter, Brechlin Bros., East Haven, CT 1993 – 1997

- Assisted with building and remodeling of homes in many aspects of carpentry/construction.
- Provided input regarding types of materials to be used.
- Calculated estimates for smaller jobs.