

## **Glenn Blake**

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### **Qualifications**

- Ten-year veteran of U.S. Army with excellent communication and organization skills.
- Ability to coordinate and supervise projects in a timely manner.
- Demonstrates high performance standards, including attention to detail and outstanding quality of work.
- Works well in a diverse environment with the ability to work independently or as a team player.
- Broad management experience with excellent customer service skills.

### **Skills / Software Programs**

Windows 10/Linux/Photoshop  
Trapeze and Cisco Desktop Agent  
ABS, Megasys, & AS400 Software platforms  
Read and interpret Electrical and residential blueprints  
NCCER Core Program & Safety Curricula  
Servsafe Manager Certified

### **Work History**

#### **M&J Creations     Inglewood California** **Freelance Web Design / Web Developer     2014 / Present**

Design and layout of websites using Wordpress content management systems to create functional and creative websites for business and personal use. Use artistic design and skill to create custom themes designed to improve user experience. Address and correct any issues with dead links or site functionality. Discuss with clients project requirements and project progress. Digital editing and retouching of images. Adhere to strict project completion dates.

#### **Mega force     Greenville N.C.** **Forklift Operator / Warehouse / Stores     2016 / 2017**

Safe operation of battery and propane powered forklifts. Load and unload materials and cargo on loading docks and storage areas. Use hand held scanning equipment to ensure inventory accuracy. Perform cycle counts and quality control checks of goods; make adjustments in computer inventory system as needed. Identify safety hazards in the workplace and report safety concerns to management and supervisors.

#### **Cliffs Amusement Park     Albuquerque New Mexico** **Supervisor / Food & Beverage     2015 / 2016**

Manage and train 13 to 20 employees on safe and correct food handling practices. Count down cash and till drawer of POS systems. Oversee food preparation and identify customer needs and respond in a professional manner to all customer concerns and complaints. Supervise day to day operations in a safe and productive manner. Maintain excellent customer service standards and resolve employee conflicts. Create and maintain a clean and safe environment for guest and employees. Comply with all health and safety regulations.

**Thomas & Betts   Albuquerque New Mexico**  
**Production/ Mold Operations   2012-2014**

Operate rubber compression and injection molding machines to manufacture electrical parts. Read specifications to determine correct setup temperature and time settings. Remove cured product from mold in a safe manner. Maintain and make minor repairs to machine. Inspect product for defects or flaws. Eliminate production of defective parts and products.

**4 Life Bio Pharmaceutical   Linden Utah**  
**Warehouse / Batch Mixer   2011-2012**

Load and unload trucks using forklift. Order picking; maintain a clean and safe work environment. Complete daily transfer logs according to USDA standards. Packaged finished product for shipping. Input and print out packing slips using Microsoft office and various other software programs. Set up operate and tend equipment used to blend, mix or process ingredients used in manufacturing products according to formula or recipes.

**Military Decorations Awarded**

Army Service Ribbon

Nation Defense Service Medal

Good Conduct Medal

NCO Professional Development Ribbon

Army Commendation Medal

Army Reserve Overseas Training Ribbon

(2) Army Achievement Medals

Expert Rifle Badge

Washington State Natural Disaster Ribbon

Humanitarian Service Medal

Navy Reserve Service Training Ribbon

Army Lapel Button