

Contact Info

☎ (860)752-3633

✉ novababy860@yahoo.com

📍 721 Matianuck Avenue Windsor, CT 06095

Skills

Adaptability ●●●●●

Problem-Solving ●●●●●

Equipment Maintenance ●●●●●

Machine Setup ●●●●●

Inventory Management ●●●●●

Preventive Maintenance ●●●●●

Machinery Operation ●●●●●

Customer Service ●●●●●

Data Analysis ●●●●●

CNC operation ●●●●●

Safety procedures ●●●●●

Organization ●●●●●

Languages

Spanish ●●●●●
Elementary

Certifications

OSHA certified

JO'VAN EL-HAJJ-BEY

MACHINE SKILLED OPERATOR/FLOW MAINTENANCE | ORDER PICKER | MACHINE OPERATOR | ADMINISTRATIVE ASSISTANT/STAFF COORDINATOR/BILLING/STAFF SUPERVISOR | PEST CONTROL TECHNICIAN | ASSEMBLYMAN | HVAC Technician

Summary

- My goal is to become a part of a company that will allow me to excel with my various skills to help the company grow as well as have room for advancement in the company. I am able to learn fast as well as work in various work environments. I am a team player who is more focused on the success of the team as a whole as opposed to my own personal gains. Willing to help any and everyone that I am able to. I am hardworking, goal oriented, ambitious and always looking to learn something new. I feel I would be a valuable asset to any company.

Experience

MACHINE SKILLED OPERATOR/FLOW MAINTENANCE

Mar 2022 - Present

Jacobs Vehicle Systems/Cummins

- Operated and maintained a variety of machinery, ensuring optimal performance and adherence to safety standards.
- Conducted regular inspections and troubleshooting to identify and resolve mechanical issues effectively.
- Collaborated with maintenance teams to schedule and execute routine preventive maintenance tasks, minimizing downtime.
- Monitored production output and quality, making adjustments as necessary to meet production targets.
- Coordinated with production teams to ensure machinery was aligned with production schedules and requirements.
- Assisted in inventory management for spare parts and tools, ensuring availability for maintenance tasks.
- Executed machine setups and changeovers efficiently, minimizing production delays.
- Maintained cleanliness and organization in the work area, promoting an efficient workflow.

ORDER PICKER

Nov 2020 - Feb 2022

Home Goods

- Picked and packed customer orders accurately and efficiently to meet daily shipping goals.
- Conducted regular inventory checks to maintain optimal stock levels and minimize discrepancies.
- Operated material handling equipment, including forklifts and pallet jacks, to transport goods within the warehouse.
- Maintained a clean and organized workspace to comply with safety and quality standards.
- Worked closely with the shipping department to ensure timely dispatch of orders and adherence to delivery schedules.

Accomplishments

Black Teachers & Students Academic Achievement Award recipient, 3.9 GPA and graduated with honors.

Interests

Writing, volunteering, helping others, designing

- Provided support during peak seasons to handle increased order volumes effectively.
- Ensured compliance with company policies and procedures throughout all operational activities.
- Demonstrated strong attention to detail in order processing to minimize errors and returns.

MACHINE OPERATOR

Sep 2018 - Nov 2020

Pepperidge Farm

- Conducted routine maintenance checks and troubleshooting on equipment to minimize downtime.
- Monitored production processes and ensured adherence to quality control standards.
- Maintained accurate logs of machine operations and production metrics to track performance.
- Trained new operators on equipment handling and safety protocols to ensure compliance.
- Performed inspections of finished products to ensure they met specifications and quality standards.
- Adjusted machine settings based on production requirements and specifications.
- Coordinated with maintenance teams to schedule repairs and minimize disruption to production.
- Executed production plans effectively while managing time and resources efficiently.
- Identified and resolved production issues quickly to maintain workflow and prevent delays.
- Collaborated with supervisors to set production goals and improve output.
- Documented machine performance and reported discrepancies to management for action.

ADMINISTRATIVE ASSISTANT/STAFF COORDINATOR/BILLING/STAFF SUPERVISOR

Oct 2017 -
May 2018

KSY Home LLC

- Managed daily operations to ensure efficient workflow across multiple departments.
- Coordinated schedules and maintained calendars for senior management, optimizing their availability and productivity.
- Supervised and trained a team of administrative staff, fostering a collaborative work environment and enhancing team performance.
- Developed and maintained filing systems to ensure easy access to documentation and improve organizational efficiency.
- Utilized Microsoft Office Suite and project management tools to create reports and presentations for team meetings.
- Handled customer inquiries and issues with professionalism, resulting in a 15% increase in customer satisfaction ratings.
- Organized and coordinated company events, enhancing team morale and fostering a positive workplace culture.
- Maintained inventory of office supplies, negotiating with vendors to secure competitive pricing and reduce costs.
- Executed routine administrative tasks such as data entry and document preparation, ensuring accuracy and confidentiality.
- Oversaw onboarding processes for new staff members, ensuring a smooth transition into the organization.

- Monitored and evaluated team performance, providing feedback and support to improve efficiency and effectiveness.
- Maintained confidentiality of sensitive information, adhering to company policies and regulatory requirements.

PEST CONTROL TECHNICIAN

Jun 2017 - Oct 2017

Terminix

- Conducted thorough inspections of residential and commercial properties to identify pest infestations and recommend appropriate treatment plans.
- Administered targeted pest control treatments utilizing eco-friendly products to minimize environmental impact while ensuring effective pest management.
- Maintained accurate records of pest control applications, including quantities used and treatment dates, to comply with state regulations and company standards.
- Educated clients on preventative measures and best practices for pest control to enhance long-term management and reduce recurrence of infestations.
- Utilized industry-standard tools and software for route optimization, job scheduling, and customer relationship management to improve operational efficiency.
- Executed follow-up visits to assess the effectiveness of treatments applied and made adjustments as necessary to ensure customer satisfaction.
- Participated in ongoing education and training sessions to stay updated on the latest pest control techniques and industry best practices.
- Resolved customer inquiries and complaints promptly, fostering strong client relationships and enhancing overall service satisfaction.
- Performed routine maintenance on equipment and tools to ensure optimal performance and safety during pest control operations.
- Implemented environmentally responsible practices in all operations, contributing to sustainability initiatives within the company.
- Prepared and presented detailed reports on pest control activities, including treatment effectiveness and recommendations for clients.
- Ensured compliance with all health and safety regulations during pest control procedures, prioritizing the well-being of clients and staff.
- Maintained a well-organized inventory of pest control supplies, ensuring all products were within expiration dates and properly stored.

ASSEMBLYMAN

Jun 2014 - Aug 2014

TLD America

- Executed precise assembly processes to ensure the production of high-quality components consistent with industry standards.
- Collaborated with team members to streamline assembly line operations and reduce production times.
- Maintained a clean and organized work environment to promote safety and compliance with health regulations.
- Conducted regular quality inspections to identify and rectify defects, ensuring adherence to quality control protocols.
- Communicated effectively with supervisors to report production issues and suggest enhancements.
- Operated machinery and tools safely while adhering to all operational guidelines.
- Monitored equipment performance and reported malfunctions to maintenance teams for timely repairs.

- Followed detailed assembly instructions and schematics to ensure accurate product assembly.
- Participated in safety training programs to enhance workplace safety awareness among team members.
- Adapted quickly to changes in production schedules and tasks based on demand fluctuations.
- Fostered a collaborative team environment by sharing knowledge and supporting colleagues in achieving common goals.

HVAC Technician

Jan 2009 - Apr 2013

Reliable Mechanical Contractors

- Performed routine maintenance, troubleshooting, and repair of HVAC systems to ensure optimal performance and compliance with safety standards.
- Conducted detailed inspections and diagnostics on various heating and cooling systems, identifying issues and implementing effective solutions.
- Collaborated with team members to design and install HVAC systems tailored to specific client requirements, improving energy efficiency.
- Managed inventory and ordered necessary parts to ensure timely completion of projects and maintenance tasks.
- Developed and maintained strong relationships with clients, providing exceptional customer service and follow-up support.
- Implemented preventive maintenance schedules that reduced emergency repair calls by 20%.
- Ensured compliance with local and federal regulations regarding HVAC installations and service.
- Assisted in the selection and installation of energy-efficient systems, contributing to overall sustainability goals.
- Monitored and adjusted HVAC control systems to maintain desired temperature and humidity levels in commercial buildings.
- Responded promptly to service calls, addressing customer concerns and ensuring satisfaction with HVAC services.
- Participated in ongoing training to stay current with advancements in HVAC technology and techniques.
- Collaborated with contractors and other trades to coordinate HVAC installations in new construction projects.
- Participated in safety training sessions to uphold workplace safety standards and best practices.
- Evaluated customer needs and provided tailored recommendations for HVAC system enhancements.

Education

Marketing and Advertising, Business, Communications, and Organizational Psychology - DID NOT COMPLETE

University of Connecticut

2006 - 2008 West Hartford, United States

HIGH SCHOOL DIPLOMA

Windsor High School

2002 - 2006 Windsor, United States