

JONATHAN PACE
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OBJECTIVE

To obtain a position in machining that will allow me to utilize my previous skills and develop new skills in order to be a valuable asset to your company.

EDUCATION

- 2/09 **National Institute of Metalworking Skills** Level 1 Certification
- 9/08 - 2/09 **Manufacturing 2000**, a program of New Century Careers
Certificate in Machinist Training
- 6/88 - 6/89 **Cresson School of Business**, Cresson, PA
Business Education Program
Completed a 1 year certification program
Coursework in Accounts Payable, Sales Journals, and Ledgers
- 1/83 - 8/84 **CCAC-Allegheny Campus**, Pittsburgh, PA
Completed 15 credits in Business Management

SKILLS

Machining skills, entry level machine experience, manual machines, lathes, saws, and mills.

EXPERIENCE

- 10/04 – 5/05 **Youth Places**, Pittsburgh, PA
Site Coordinator
- Facilitated and instructed athletic, recreation, education and social activities
 - Monitored adolescents in conflict to achieve solutions and gain mutual understanding
- 7/97 – 8/04 **Butler Auto Action (reconditioning)**, Cranberry, PA
- Managed Night Staff of 35-50 employees
 - Insured staff compliance to safety procedures in the auto shop
 - Organized duties and responsibilities for staff to maximize productivity and coordinate training
- 5/95 – 6/97 **Ding Bat's Inc., Pittsburgh, PA**
Kitchen Manager/Cook
- Exceeded quality service and cleanliness guidelines
 - Handled proper food preparation and quality service
 - Set up scheduling and expedited menu items whenever needed