Ian J. Wiley

126 Eloah Way, Centralia, WA 98531│ Cell: (360) 324-2118 │ E-Mail: Ian\_Wiley08@yahoo.com

April 26, 2018

Project Coordinator
Braun Northwest Inc.
150 Northstar RD
Chehalis WA, 98532

Dear Braun Northwest Inc. Management:

I am very excited for the opportunity to apply for the Project Coordinator position at Braun Northwest. I will have been working for Braun Northwest for 4 months on May 2nd. Working in Electrical on the assembly line and then being promoted to Final Electrical.

As a candidate, I offer a reliable work history, mechanical aptitude/experience, solid education, and a strong desire to learn. I am knowledgeable in Microsoft Office and comfortable using the programs within. In addition, I am a quick learner and a hard worker. I have learned the value of teamwork and communication and believe it is the key to success in any work environment. When there is a problem or a question, it is best to communicate with your superior or crew you are working with to get clarification so that you can accomplish the task at hand efficiently and correctly. My work background has provided valuable transferable skills. My work on the floor, has allowed me to see the different departments interact and given me a better understanding how the process works in manufacturing emergency vehicles. As time goes on, the hands-on skills I continue to gain will prove themselves valuable for the position of Project Coordinating. Being familiar with the product and being able to describe and work through problems, coordinating work with other departments, are also key. I enjoy hands-on work and problem solving. Working for Braun Northwest has been a great experience and I look forward to continuing to work hard and help produce a solid product for our customers and the communities that they serve. I am willing to serve Braun Northwest in whatever capacity you feel is best for the company.

My resume is enclosed and I am happy to provide you with any additional information you may need. I appreciate your time in evaluating my qualifications.

Sincerely,



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Objective

 To apply my current knowledge and continue learning new skills at Braun Northwest Inc. to provide quality products and customer service for emergency personnel.

Education

**06/2017 AAS, Energy Technology/Plant Operations**Centralia College Centralia, WA

**06/2013 AA, General Studies** Centralia College Centralia, WA

Work Experience

**01/2018 to Present Braun Northwest** – Chehalis, WA

* Electrical helper on the assembly line and currently a Final Electrical helper, pulling and installing front harnesses on chassis. Continuing to learn new skills in production of Emergency Vehicles.

**12/2016 to 12/2017 AIM of Washington** - Kelso, WA

* Construction work involving flipping and selling houses. Tasks include but are not limited to framing, sheet-rocking, mudding, tapping, painting, electrical, structural, and roofing.

**06/2017 to 07/2017 American Promotional Events** - Vancouver, WA

* Worked in firework warehouse – forklift driver, sorted/palletized/loaded fireworks, delivered fireworks/supplies to firework tents and stands

**06/2010 to 12/2016 Thorbeckes Fitlife Center** - Centralia, WA

* Positions included head lifeguard, rockwall staff, and reception staff. Trained new guards, taught swimming lessons, promoted a safe experience for patrons, and assisted customers with questions/sign in. I have life guard, CPR and AED training/certification*.*

Skills

Knowledge and experience about work on the line and the process of building emergency vehicles at Braun Northwest Inc. Good Customer Relations. Efficient working with hand tools. Work well with a team and solo. Experience with Microsoft Office programs and their functions. Mechanically minded, quick and willing to learn new skills.